

DATE RECEIVED: \_\_\_\_\_



# NEW PROJECT REQUEST FORM - 2019 FOR MASTER GARDENER VOLUNTEER PROGRAM ASSISTANCE

Note: Projects must have an educational component in order to qualify to be a UWEX Master Gardener project.

**PLEASE TYPE OR PRINT CLEARLY**

Project Name: \_\_\_\_\_ Date Submitted: \_\_\_\_\_

Project Location (Address, City, ZIP):  
\_\_\_\_\_

Proposed Start Date: \_\_\_\_\_ Proposed End Date: \_\_\_\_\_

**Return** this form to the UW-Extension Office **by October 1, 2018**, for consideration for the 2019 year. **Project requests submitted after October 1, 2018, will not be considered for approval for year 2019 and will have to be resubmitted for 2020.**  
**Long-Term Project Requests** requires submission of a project request form each year for re-evaluation.  
**Short-Term (Single Event) Requests** may be submitted throughout the year for consideration. MGV project criteria apply for both types of projects.  
*Please review project guidelines (criteria) on reverse page*

**Project Type:**  
\_\_\_\_\_ Long Term      \_\_\_\_\_ Short Term (Single Event)

**Project Liaison (at partnering agency):**

Name: \_\_\_\_\_  
Phone: \_\_\_\_\_  
E-mail: \_\_\_\_\_  
Address: \_\_\_\_\_  
City & ZIP: \_\_\_\_\_

**Master Gardener Volunteer Liaison/Coordinator:**

Name: \_\_\_\_\_  
Phone: \_\_\_\_\_  
E-mail: \_\_\_\_\_  
Address: \_\_\_\_\_  
City & ZIP: \_\_\_\_\_

*Continued on reverse*

**Project Details – Please fill out completely, circle where applicable:**

*Provide project details, expectations, and goals – keeping in mind the criteria. Attach additional page(s) if needed.*

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Is this a public location, free and accessible to all?      YES                  NO  
If NO, please explain \_\_\_\_\_

Is check in required?    YES                  NO  
If yes, where, and are there special procedures? \_\_\_\_\_

This site is available: Days \_\_\_\_\_ Hours \_\_\_\_\_

Is training or supervision needed to volunteer at the site? YES                  NO  
If yes, please specify \_\_\_\_\_

Water accessible to site:    Y                  N                  Garden design available:    Y                  N

Funds/support available:    Y                  N                  Hoses/sprinklers:    Y                  N

Site/soil preparation needed:    Y                  N                  Debris disposal available:    Y                  N

Tools available at site:    Y                  N                  Storage for tools:    Y                  N

**Tools or Equipment needed (please list):**

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**Please list any Master Gardeners, other organizations, or other community volunteers working on the project.**

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**\*Project Guidelines (Criteria):**

All project requests are reviewed in fall by UW-Extension staff. These following criteria were adopted in 2005 to help determine the projects that will be accepted (or continued) for an upcoming gardening season:

1. Visibility – promotes UW-Extension Master Gardener Program
2. Educational for the public and Master Gardener Volunteers
3. Benefits the general public (non-profit)
4. Must have Master Gardener coordinator and interest by Master Gardener Volunteers (if all other criteria are met, we will send out to our Master Gardener email list to see if there are interested volunteers for your project.)
5. Projects must submit an annual report each October 1 with at least one photo and a list of active volunteers.

**UW-Extension – Racine County**  
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