|  |  |  |
| --- | --- | --- |
|  |  |  |
| Racine Kenosha  Master Gardener  Association |  | **Application for**  **Grant Proposal** |
|  |  |  |

|  |  |  |
| --- | --- | --- |
| *Project Name*: Project Coordinator:  Name of Contact Person:  Contact Phone Number:  Contact Email:  Date of Application: *Objective* The grant money will be used to fund the following:  please include projected costs/expenses (attach additional page if necessary) *Amount Requested (maximum grant $200)*:*Conditions*: Applications will only be accepted from approved Racine Kenosha Master Gardener Association projects with up to $1000 in grants allocated each year.  Projects may apply for one grant per year – each project must have a certified Master Gardener coordinator.  Each project that receives a grant will be responsible for submitting a written report describing how the grant was  used. |  | *Deadline* Submit this form to Racine Kenosha Master Gardener Association Treasurer.  The deadline for grant request is November 1.  The project contact individual will receive grant notification by the RKMGA December meeting.  ***RKMGA Staff***:  **Date Received:**  **Dated Voted On:**  **Approved/Denied:**  **Amount Approved:** |

**RKMGA Grant Approval Criteria**

**°** The grant request form must be submitted to the RKMGA Treasurer by November 1. The RKMGA Executive Committee will approve all grants.

**°** Projects that receive a grant must submit a written report to include:

**°** A project description

**°** How grant funds were used

**•** How the grant improved/enhanced the project

This report must be submitted by October 15 of the following year to the Racine Kenosha Master Gardener Association

**°** All deadlines must be met:

The year-end project report must be submitted by October 1

The grant report must be submitted by October 15

The grant request form must be submitted by November 1

**°**  Grant money that is not used for the specified project request must be returned to the Racine Kenosha Master Gardener Association. Grants cannot be carried forward.

° Projects receiving a grant that do not have a community partner will have the grant money held in RKMGA account.