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