

Webster Groves Women's Garden Association

Educational Outreach Grant Program

MISSION STATEMENT: One of the goals of the Association is to promote knowledge of horticulture and the benefits it brings to our community. A means to achieve this is by supporting K-12 educational projects or programs which encourage horticultural learning through hands on experimentation and education in the various plant sciences.

Application for Grants

I. Application Process

- A. All applicants will be part of the Webster Groves School District or a K-12 school sponsored program within the Webster Groves School District.
- B. Each applicant shall submit an application for funds from the Webster Groves Women's Garden Association (the Association) by January 31.
- C. Application forms will be supplied by the Association and can be obtained from the Outreach Coordinator or our website, WGWgarden@gmail.com. . The form will include all requirements necessary to both request funding and provide post-project accountability should funding be received. The completed form shall include a description of the program or project which the organization, school, teacher or department plans to implement. This DESCRIPTION should include:
 - a. Nature and purpose of the program/project
 - b. The ultimate recipient of the funds
 - c. How the program/project supports the WGWGA Outreach Mission Statement
 - d. List of necessary materials to purchase or acquire for proposed program/project and their estimated cost
 - e. How and by whom will the program/project be put in place
 - f. Who will oversee the program
 - g. A timeline detailing program/project implementation
 - h. How applicant tentatively plans to communicate program/project results to the Association

II. Accountability:

Each grant recipient will be required to communicate program/project outcomes with the Association after completion. These communications and updates may take the form of a presentation at the fall or spring semi-annual Association meetings, a book of evidence similar to those detailed in the Federated Garden Clubs of Missouri handbooks, a presentation or work to be displayed at the annual WGWGA plant sale, a tour of the facility, or other appropriate use of media which shows the development of the program/project and how the funds were utilized.

III. Decision Making:

The Outreach Committee will meet each year after January 15 but before the February board meeting (on the first Wednesday in February). Each application in compliance with the process requirements shall be considered by the committee as to its request for funds. The committee will submit a funding recommendation for qualified projects to the Board at its February meeting. If additional time for decision making is needed, it may be delayed until the March Association board meeting.

IV. Notification:

Each successful applicant will be notified in writing by the Outreach committee and will be reminded of their commitment to the responsibility of post-project accountability by accepting these funds.

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APPLICATION FOR FUNDING

Name of Organization: _____

Contact person: _____

Address: _____

Telephone/email address: _____

Program/Project description: _____

1. What is the purpose and/or goal of the proposed program or project? _____

2. Identify the ultimate recipient of the funds. _____

3. How does the program or project further the Association's Educational Outreach Mission Statement? _____

4. Attach a list of materials necessary to implement the program/project and their estimated **cost**.

5. How will and by whom will the program/project be put in place? _____

6. Who will oversee the program? _____

7. Attach a timeline detailing the contemplated start of the program/project, implementation, completion, or any other pertinent information.

8. Tentatively, how will you communicate the results of your program/project to the Association? (Suggestions: A presentation at the Association's fall or spring semi-annual meeting, a book of evidence similar to those detailed in the Federated Garden Clubs of Missouri handbooks, a presentation to be displayed at our annual plant sale, a tour of the project, or any other appropriate use of media which shows the development of the program/project and use of the recipient's funds.) _____