

Alaska Master Gardeners Anchorage Grant Program

Rules and Application

The Alaska Master Gardeners Anchorage (AMGA) may award grants between \$50 - \$300 to individuals and organized groups for gardening education or community gardening projects that promote the purposes of AMGA, including community education, responsible gardening practices, and promotion of volunteerism.

AVAILABLE FUNDING

The amount available for all grants will be determined by the annual AMGA budget.

WHO ARE WE?

The Alaska Master Gardeners Anchorage is a volunteer 501(c) (3) of the Internal Revenue Code not-for-profit organization of gardening members who enhance and supplement the University of Alaska Fairbanks /Alaska Cooperative Extension Service (CES) horticultural programs.

OUR PURPOSE

AMGA provides continuing education and training in all horticultural areas, including food, flowers, trees and shrubs. We hold regularly scheduled informational meetings, programs and field trips to advance gardening knowledge among members, other gardening organizations and the public. Members also volunteer their expertise to the membership and community to advance gardening knowledge and best practices in accordance with UAF/CES horticultural research.

ELIGIBILITY

The **Master Gardener Tuition Grant** is intended for:

- Course, registration and materials fees for Master Gardeners training through UAF/CES.

The **Education Grant** is intended for:

- Educational supplies and materials
- Course, registration and materials fees for continuing education through course offerings through AMGA, UAF/CES, university courses and other horticultural workshops and conferences
- Travel fees related only to training

The **Gardening Project Grant** is intended for:

- Supplies and materials utilized in development, improvement and maintenance of a garden, including but not limited to topsoil, soil amendments, compost, seeds, plant materials and row covering
- Gardening tools and equipment
- Hardscape, which includes but is not limited to signage, fencing, gravel and water installation.

RATING CRITERIA

Grant consideration will be based upon the following criteria:

Master Gardener Tuition Grant

- Evidence of financial need
- Contribution to AMGA purpose
- Ability to complete the instruction within 12 months of the grant award

Education Grant

- Education received must advance the knowledge of and leadership in the Master Gardener community, especially in Alaska-related issues
- Value of educational product to be developed from training (e.g., newsletter articles, speakers' bureau, workshops, curriculum additions, etc.) to the Master Gardeners and gardening community at large must be detailed.
- Ability to complete education/training and provide training within 12 months of the grant award must be demonstrated.

Gardening Project Grant

Projects that show financial collaboration will be given priority, and projects must be completed within 12 months of the grant award.

Eligible projects could, for instance:

- Broaden community access to gardening, especially underserved populations (for example: low income, youth, immigrants, and shelter populations);
- Beautify neighborhoods, which raises awareness of sustainable garden practices;
- Develop sustainable garden practices;
- Create and maintain educational and therapeutic gardens;
- Utilize volunteers in the project's development and ongoing sustainability;
- Create and strengthen relationships between gardening and community interests.

Project and Financial Feasibility

The applicant must demonstrate that the proposed education or project is feasible based upon the particular grant's criteria and the goals of the AMGA. The applicant must also demonstrate that all funding needed to complete the education or gardening project has been identified, with a viable plan to secure funds beyond the grant request (where applicable); and that the proposed budget reflects reasonable costs based upon documentation and bid comparisons (where applicable). Greater consideration will be given to projects that demonstrate financial collaboration. AMGA maintains the right to consider full, partial or no funding of a request.

APPLICATION AND SUBMISSION PROCESS

- Grant information can be downloaded from the Alaska Master Gardeners Anchorage Website, under "AMGA Grant Application." The completed form should be mailed to: Alaska Master Gardeners Anchorage, P.O. Box 221403, Anchorage, AK 99522-1403

- Only applications that are complete, signed and dated by the individual or person qualified to sign on behalf of an organization will be considered.
- **Education Grant** applications of less than \$100 will be accepted on a continual basis and considered for approval by the AMGA general board at the next monthly meeting.
- **Master Gardener Tuition Grants** over \$100, and **Education Grants** and **Garden Project Grants** must be submitted by the announced date on the website.

EVALUATION AND AWARD ANNOUNCEMENTS

Each application will be reviewed for completeness. Eligible applications will be forwarded to the Grant Evaluation Committee, where they will be judged based upon the rating criteria.

Master Gardener Tuition Grant, Education Grant and Gardening Project Grant recipients will be notified by email within 60 days of the due date of the grant request.

REPORTING REQUIREMENTS

- Recipients of **Education Grants** and **Gardening Project Grants** must give a visual presentation or written report on their project to the AMGA that can be included in the AMGA newsletter.
- Recipients of **Education Grants** and **Gardening Project Grants** over \$100 are to provide receipts for project expenses.
- Recipients of **Master Gardener Tuition Grants** must provide documentation of course completion.

TAX REPORTING

Grant recipients of \$600 or more annually will be asked to complete IRS Form W-9, Request for Taxpayer Identification Number, prior to disbursement of the funds. Each recipient will be issued a Form 1099-MISC, Miscellaneous Income, as required by Internal Revenue Service guidelines. Recipients should consult their tax advisors regarding reporting the grant and the tax consequences of receiving it.

To type on these forms **SAVE** the file to your computer. When you open the saved file a purple bar will show at the top. Within the bar click the typewriter or text edit tab. Then you can type on the appropriate form for your grant request. **SAVE, PRINT** the pages you need, sign, and mail!

Alaska Master Gardeners Anchorage Grant Program

Form A: Application for CES Alaska Master Gardener Tuition

Mail one copy to Alaska Master Gardeners Anchorage, P.O. Box 221403, Anchorage, AK 99522-1403

Name of applicant: _____

Contact information:

Mailing address: _____

Phone number: _____

Email address: _____

Dates, location, and a brief description of the course you plan to complete

Why are you requesting the funds? How will you subsequently volunteer to support the purposes of the AMGA?

Amount requested \$ _____

Matching amount \$ _____

Total course tuition fee \$ _____

What is the source of any matching amount? (e.g., self, garden club)

I as the applicant agree to provide proof of course completion to AMGA.

Signature _____

Date of application _____

Alaska Master Gardeners Anchorage Grant

Form B: Application for Small Project and Educational Grant (under \$100)

Mail one copy to Alaska Master Gardeners Anchorage, P.O. Box 221403, Anchorage, AK 99522-1403

After submission, the application will be considered at the next scheduled AMGA board meeting.

Name of applicant: _____

Contact information:

Mailing address: _____

Phone number: _____

Email address: _____

Amount requested: \$ _____

Describe the project plan these funds will be used to complete.

What is the timeline for this project?

What is the budget for the entire project?

I as the applicant agree to report back to the Anchorage Master Gardeners Anchorage with a presentation of photo slides and description of the outcome from use of these funds.

Signature _____

Date of application _____

Alaska Master Gardeners Anchorage Grant Program

Form C: Application for Educational or Garden Project Grants greater than \$100

Mail one copy to Alaska Master Gardeners Anchorage, P.O. Box 221403, Anchorage, AK 99522-1403

Grant Application for _____

Name of applicant: _____

Contact information:

Mailing address: _____

Phone number: _____

Email address: _____

:

Amount requested: \$ _____

Description of the gardening project, education project, or education sought, for example: the project description; a description of the conference, its location and its course outline; or information or expertise to be obtained.

Describe how you will use this project to support the purposes of AMGA.

What is the timeline for completion of the project and/or education?

Attach your budget. Documentation of expenses must be submitted upon completion of the project.

List collaborating sources that will pay the balance of the budget, if applicable.

I as the applicant agree to report back to the Anchorage Master Gardeners Anchorage with a photo slide presentation and description of the outcome of these funds' use.

Signature _____

Date of application _____