

2012 APPLICATION for Qualified Not-for-Profit Organizations

ELAINE JOINES MEMORIAL GRANTS PROGRAM HARDY PLANT SOCIETY OF OREGON

BACKGROUND AND INSTRUCTIONS

Thank you for your interest in the Elaine Joines Memorial Garden Grants Program of the Hardy Plant Society of Oregon. The HPSO works to promote education and understanding of herbaceous perennial plants, and, as stated in its Mission Statement, is dedicated to helping "special gardens of botanical, horticultural, or historic interest," including the support of school and community gardens. The HPSO Garden Grants program strives to achieve these goals by awarding funds to qualified not-for-profit groups in Oregon and Clark County, Washington.

The HPSO Grants Program is named in honor of the late Elaine Joines, designer and curator of the Martha Springer Botanic Garden at Willamette University and dedicated member of the HPSO grants committee.

Grant applicants may request funding for many items, i.e., plants, horticultural supplies for gardening or greenhouse use, books about botany or horticulture, or other appropriate reference materials.

The grants in 2012 will be a maximum of \$1200. Applications for amounts greater than that will NOT be considered. We strongly encourage applicants to seek funding or in-kind donations from a variety of sources, such as local businesses, local garden clubs, community foundations, etc. to strengthen the application and obtain the total project funding from more than one source.

Your organization's request will be reviewed based on the following criteria:

1. The botanical, horticultural, historic, and/or educational interest of the project.
2. The community impact of the project, for example: the project location, public access and interest, target audience, measurable outcomes, etc.
3. The project rationale, development process and maintenance plan, for example: why, who and how it was developed, how it will be executed, and implementation of maintenance plan. Documentation of these steps will help in application review.
4. Funding plan, for example: additional sources of funds and other resources you have or expect to receive, existing budget, budget request from HPSO, and an explanation and plan for future funding if HPSO is the sole source of funds.

The HPSO will NOT fund grant requests that are:

- For individuals
- For projects with religious purposes (for example, to groups requiring participation in religious activities for receiving the benefits of items requested)
- For operational expenses (e.g., utility bills, salaries, overhead) or travel
- To reimburse funds already expended
- Outside the state of Oregon or Clark County, Washington.

FOR MORE INFORMATION ABOUT GRANTS and THE HARDY PLANT SOCIETY OF OREGON:

Check out the HPSO web site at: <http://www.hardyplantsociety.org>

Applicants must submit 1 (one) electronic copy to: grants@hardyplantsociety.org;

and

5 (five) hard copies of the application and attachments to:

Elaine Joines Memorial Grants Program - Hardy Plant Society of Oregon
1930 NW Lovejoy St. [ATTN: Grants Committee Chair]
Portland, OR 97209

If you have questions about the application, call the HPSO office at: (503) 224-5718

DEADLINE FOR APPLICATIONS: 4:00 pm, Wednesday, December 14, 2011.

Funding will be available in March-April, 2012.

HOW TO APPLY

1. Please read all instructions carefully. All applications must be 'typewritten'. You may duplicate the application form using your own word processing program, but please **do not** reformat or add additional information. PLEASE **DO NOT INCLUDE A COVER LETTER WITH YOUR APPLICATION.**
2. Complete all parts of the application. The answers to the specified questions must be three pages or less. If a list is required (i.e., for certain budget items), label it clearly to facilitate review. The lists do not count toward your three-page maximum for answering questions.
3. You may also submit up to three pages of proposal-related attachments with the application to support your proposal. These may include color photos (.jpg files or good quality photocopies OK), with captions; garden plans; or other written materials concerning the proposal. All attachments should fit within a standard page format of 8.5" x 11". No loose photos, please. Attachments should accompany each copy of the application and cannot be returned.
4. If the proposed project will be co-sponsored, include a written statement from each co-sponsor detailing their form of support and include these among the allowed attachments
5. Applicants should send one electronic copy and five printed copies of the application (including copies of attachments) to the HPSO office (see address information above) by **4:00 pm, Wednesday, December 14, 2011**. HPSO will only review applications received by this date. Faxed material will not be accepted.
6. Attach a copy of your IRS not-for-profit designation letter to your application.

NOTE: Your application will NOT be considered if this item is missing.
7. Notification will be sent to both successful and unsuccessful applicants in March-April, 2012. Please do not telephone the HPSO office for information on awards. Applications will not be returned.
8. Grant recipients should be aware that:
 - The grant period is a **MAXIMUM** of 12 months following the award of the grant (date of the grant check). All grants must be completed within this time frame.
 - A brief, written project progress report, with budget expenditure summary, is required 6 months into your grant period (September-October 2012).
 - If your project is completed, or within one month of completion at that time, you should submit a Final Report at that point.

- For 12 month projects, a final written report, including final budget, is due within 30 (thirty) days of the conclusion of the award period.
- A poster presentation of your completed project will be scheduled for the HPSO Annual Meeting in March of 2013.

GRANT RECIPIENT CONTRACT AGREEMENT

If your project is granted full or partial funding from the HPSO, you will be sent a Grant Recipient Agreement specifying the grant reporting requirements. You will be asked to read the contract carefully, sign and date the contract, and return it to the HPSO before funding will be sent.

IMPORTANT INFORMATION FOR APPLICANTS

**EXPLANATIONS AND EXAMPLES OF
“Measurable Outcomes” and “Sustainability” for use in HPSO Grant Applications**

In previous years, applicants had limited success responding adequately to the application questions pertaining to ‘Measurable Outcomes’ and ‘Sustainability.’ To assist applicants, the following is offered as clarifications of what we look for in response to these two questions. Note: obviously, you must tailor your responses to the specific project you are proposing for HPSO funding.

RE: QUESTION #2

What do we mean by “measurable outcomes”?

We want to know what has changed, and by how much, as a result of your project. Put another way, how will you (and we) know if you have been successful or made progress.

There are many ways to go about defining your measurable outcome. The following examples may help.

Example 1: *Funds requested to restore a heritage rose garden.*

Measurable outcome: We have included photos of the original garden (before the project) and its current state (after the project). At the end of the project we will have restored the garden as near to its original state as possible, planting new roses when necessary. We estimate that 10% of the roses will need replacement. In addition, we expect to involve 5 new members in the project each year.

Example 2: *Food security project at local Housing Authority.*

Measureable outcome: At the end of the first year (funded by HPSO and other sources) we will have transformed the little-used baseball field into a community garden for residents (see photos). In addition, we will have involved a minimum of 25 resident families (out of 200 in the Housing Authority complex) in building, planting & harvesting vegetable beds for their own use. Each following year, will aim to expand the number of involved families by 10% per year. As an auxiliary feature, we are partnering with County Extension services to teach these residents how to use and can vegetables for later use.

RE: QUESTION #7

What do we mean by “sustainability”?

Basically we want to know how you are going to keep the project going after our grant funds are exhausted. This could refer to finances/resources to cover maintenance, expansion, etc. So, for example, if you are using our funds to install a vegetable garden at a school, we want to know how you’re going to keep it going in subsequent seasons. We’re interested in projects that have a life beyond our grant funds.

Example 1: *Funds requested to restore a heritage rose garden.*

Sustainability plan. A small sum has been bequeathed to the garden. It is not enough for the major overhaul, but with careful use & additional donations, we plan to hire some assistance to support our volunteers to keep the rose garden in good shape.

Example 2: *Food security project at local Housing Authority*

Sustainability plan. Once we have the garden infrastructure in place (raised beds, compost, etc.) and the permanent plants (fruit trees, etc.), we will use the help of the HA residents to maintain the gardens. The Housing Authority employs a full-time volunteer coordinator who will also coordinate non-resident volunteers in regular clean-up and planting events. We have a commitment from 3 local nurseries to provide seeds &/or some plant starts for the next two years

2012 Not-for-Profit Organization APPLICANT CHECKLIST

**ELAINE JOINES MEMORIAL GRANTS PROGRAM
HARDY PLANT SOCIETY OF OREGON**

Did you:



| | |
|---|--|
| <input type="radio"/> Complete the entire application (limit narrative to three pages) | |
| <input type="radio"/> Limit attachments regarding the narrative to five pages or less | |
| <input type="radio"/> Accurately complete the budget sheet and label and attach related lists | |
| <input type="radio"/> Proofread the entire application | |
| <input type="radio"/> Include co-sponsor statements of support | |
| <input type="radio"/> Include the signature of your organization's principal administrator | |
| <input type="radio"/> Attach a copy of your IRS non-profit designation letter to your application <u>NOTE:</u> Your application will NOT be considered if this item is missing! | |
| <input type="radio"/> Provide one electronic and five identical printed copies of the application to HPSO | |
| <input type="radio"/> Keep a copy of the completed application and all attachments for your records. | |

DO NOT SUBMIT CHECKLIST - KEEP THIS PAGE FOR YOUR RECORDS.

REMEMBER

DEADLINE FOR APPLICATIONS

**Received at HPSO office not later than
4:00 pm, Wednesday, December 14, 2011.**