

2012 SCHOOL APPLICATION
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.

NOTE TO ALL SCHOOL APPLICANTS:

A wealth of information and technical support is available to schools through the National Gardening Association web site. Check www.kidsgardening.com for links to such topics as Integrating Gardening into the Curriculum, School Greenhouses, Teachers' Resource Room, and many others. Many schools have contributed to this site, and links to other school gardening support organizations are listed. We hope these resources will be helpful -- please take advantage of them.

FOR MORE INFORMATION ABOUT GRANTS and THE HARDY PLANT SOCIETY OF OREGON:
Visit the HPSO web site at: <http://www.hardyplantsociety.org>

The Hardy Plant Society of Oregon Garden Grants Program accepts applications from public and private schools (grades K - 12) interested in developing garden, environmental, or plant-oriented education projects. The aim of the HPSO Garden Grants Program is to encourage schools to develop a better understanding of plants through a variety of creative, student-centered activities.

Teachers, principals or other school leaders, working in collaboration with some combination of other teachers, parents and community members, may apply for these grants. Grant applicants may be chosen to receive full or partial funding of a project. We strongly encourage applicants to seek funding and/or in-kind donations from a variety of sources, such as local businesses, local garden clubs, community foundations, etc., to demonstrate their ability to obtain project funds from more than one source.

The following considerations are good indicators of a successful school garden project and will be the basis for the review of the application:

1. Consistent, long-term involvement of teachers, students and parents.
2. An infrastructure within the school that supports the project, e.g. regularly-scheduled times for work related to the project; an active garden club; a teacher-parent advisory committee; an agreement with parents, teachers, and school maintenance staff to help maintain the garden, etc.
3. An age-appropriate school curriculum that will support, supplement and/or complement the garden project.
4. Evidence that the project is student-centered: designed and executed to engage the interest, needs, and goals of the students involved; and that the project has measurable outcomes.
5. Evidence that student/teacher/parent activities will be guided by knowledgeable gardeners and/or garden educators.

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 utility bills, salaries, overhead, scholarships, or travel
- to reimburse funds already expended
- outside the state of Oregon or Clark County, Washington

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

Funding awards will be made in March-April, 2012 for projects to be completed within no more than 12 months of the date of the grant award.

PLEASE NOTE:

The HPSO grants committee recognizes the popular appeal of butterfly-centered school gardens, but it will no longer consider such projects for funding. The activity of these gardens focuses on the summer, when students are not present. In general, summer-based garden projects tend to be inappropriate models for schools, unless the school operates fully year-round.

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APPLICATION GUIDELINES

Applicants must submit 1 (one) complete 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

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 five 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. All applications must include a letter of support on official letterhead from your school's principal administrator or director. The letter must be signed and dated.
6. Attach a copy of your IRS not-for-profit/school designation letter to your application.

NOTE: YOUR APPLICATION WILL NOT BE CONSIDERED IF THIS ITEM IS MISSING!

7. Applicants should send 1 electronic copy and 5 hard copies of the application (including copies of attachments) to the HPSO office (see address information above) **4:00 pm, Wednesday, December 14, 2011.** HPSO will only review applications received by this date. Faxed material will not be accepted. Applications and supporting materials will not be returned.
8. Notification will be sent to successful and unsuccessful applicants in March-April, 2012. Please do not telephone the HPSO office for information on awards.
9. Grant recipients should be aware that:
 - The grant period is a MAXIMUM of 12 months following the award of the grant (date on 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 a 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 school project is granted full or partial funding from the HPSO, you will be sent a Grant Recipient Contract 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.

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

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	RE: QUESTION #7
<p>What do we mean by “measurable outcomes”?</p> <p>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.</p> <p>There are many ways to go about defining your measurable outcome. The following examples may help.</p> <p style="text-align: center;">-----</p> <p>Example 1 : <i>Funds requested to restore a heritage rose garden.</i></p> <p><i>Measurable outcome:</i> 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.</p> <p>Example 2: <i>Food security project at local Housing Authority.</i></p> <p><i>Measureable outcome:</i> 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.</p>	<p>What do we mean by “sustainability”?</p> <p>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.</p> <p style="text-align: center;">-----</p> <p>Example 1: <i>Funds requested to restore a heritage rose garden.</i></p> <p><i>Sustainability plan.</i> 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.</p> <p>Example 2: <i>Food security project at local Housing Authority</i></p> <p><i>Sustainability plan.</i> 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</p>

2012 SCHOOL APPLICANT CHECKLIST
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Did you:



○ Complete the entire application (limit narrative to three pages)	
○ Limit attachments regarding the narrative to five pages or less	
○ Accurately complete the budget sheet and label and attach related lists	
○ Proofread the entire application	
○ Include co-sponsor statements of support	
○ Include the signature of your organization's principal administrator	
○ Include the letter of support, on official letterhead, from your school's principal, administrator or director	
○ 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!	
○ Provide one electronic and five identical printed copies of the application to HPSO	
○ 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 APPLICATION MATERIALS

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