

**THE 2010 ELAINE JOINES MEMORIAL GRANTS PROGRAM**  
**for Qualified Not-for-Profit Organizations**

**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 501(c)3 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, including the following: plants, horticultural supplies for gardening or greenhouse use, books about botany or horticulture, or other appropriate reference materials.

The grants in 2010 will be in the range of \$500 to a maximum of \$1000. 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 find 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, etc. and measurable outcomes.
3. The planning and maintenance plans for the project, for example: why, who and how it was developed, how it will be executed, and implementation of a 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 plan for future funding; if none is needed, please explain.

The HPSO will NOT fund grant requests that are:

- 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., salaries, overhead) or travel
- to reimburse funds already expended
- outside the state of Oregon or Clark County, Washington

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FOR MORE INFORMATION ABOUT 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: [admin@hardyplantsociety.org](mailto:admin@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.  
Portland, OR 97209

**DEADLINE FOR APPLICATIONS: 4:00 pm, Monday, December 14, 2009.**

Funding will be available in March-April, 2010.

### **GRANT RECIPIENT AGREEMENT FORM**

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.

### **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 3 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 3-page maximum for answering questions.

3. You may also submit up to 3 pages of attachments with the application to support your proposal. These may include color photos (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. 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) by **4:00 pm on December 14, 2009**. HPSO will only review applications received by this date. Faxed material will not be accepted.

5. 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**

6. Notification will be sent in March-April, 2010. Please do not telephone the HPSO office for information on awards.

7. Grant recipients should be aware that:

- A brief, written project progress report, with budget expenditure summary, is required 6 months into your grant period (September-October 2010).
- A final written report, including final budget, is due within 60 (sixty) days of the conclusion of the award period (approximately May/June of the following year).
- A brief presentation of your completed project will be scheduled for an HPSO event at or near the conclusion of your one-year grant period.

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

**2010 APPLICATION for Not-for-Profit Organizations**

THE ELAINE JOINES MEMORIAL GRANTS PROGRAM  
HARDY PLANT SOCIETY OF OREGON

Applications must be typewritten. You may duplicate the application form using a standard word processing program, but **retain the original format.**

Name of Project: \_\_\_\_\_

Total Project Budget: \$ \_\_\_\_\_ Amount requested from the HPSO: \$ \_\_\_\_\_

Organization Name: \_\_\_\_\_

Is this a not-for-profit organization? \_\_\_No \_\_\_Yes

If so, please specify the type of 501(c) and 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!**

Organization address: \_\_\_\_\_

Will the project occur at the above address? If not, please give the address of the project site:

\_\_\_\_\_

Key Contact: \_\_\_\_\_ Title: \_\_\_\_\_

Phone No. for Key Contact \_\_\_\_\_ Alternate number (required): \_\_\_\_\_

FAX NUMBER: \_\_\_\_\_ E-MAIL ADDRESS: \_\_\_\_\_

Name to appear on Grant Check: \_\_\_\_\_

Address for Grant Check: \_\_\_\_\_

Please categorize your organization by checking off the space next to ONE of the choices below:

- |  |  |                                      |
|--|--|--------------------------------------|
| <input type="checkbox"/> community garden              | <input type="checkbox"/> social service agency                 | <input type="checkbox"/> garden club |
| <input type="checkbox"/> environmental center          | <input type="checkbox"/> community/neighborhood org. or center |                                      |
| <input type="checkbox"/> college/university            | <input type="checkbox"/> public garden/arboretum               |                                      |
| <input type="checkbox"/> Other: please indicate: _____ |  |                                      |

How did you hear about the HPSO grants program?

\_\_\_\_\_

Has your organization applied for an HPSO grant before? \_\_\_No \_\_\_Yes

If yes, when? \_\_\_\_\_ What was the grant amount? \$ \_\_\_\_\_

Title or Type of project?

\_\_\_\_\_

## 2010 HPSO Grant Program APPLICATION QUESTIONS

*[Take no more than 3 typed pages for the responses using a standard font size no smaller than 11 point.]*

1. Describe the project (include whether it is new or on-going).
  
2. a. What are the measurable goals of your project (be as specific as possible)?  
  
b. How will you measure progress toward your goals and the impact/effectiveness of your project?
  
3. Describe everyone who will be involved in the project and their roles.
  
4. Who has the expertise to guide/manage the project?
  
5. What group(s) will be served by the project?
  
6. Describe what work has already been done toward implementing this project and what plans you have for its sustainability.
  
7. What is the timeline for the project?
  
8. If your project requires funds beyond what HPSO can grant, and other sources of funding do not make up the difference, what will your organization do (e.g., cancel the project & return the money; negotiate with funders to scale back the project to fit the available funds, etc.)?

## Project Budget and Funding Request – 2010 HPSO Grant Program

<b>Part 1 - EXPENSES</b> - (Note: In this section list <u>ONLY</u> items being requested from HPSO funds.)	
Categories	\$ Amount
<b>Garden Materials</b> - specify <u>type &amp; amount</u> (e.g., soil, mulch, etc.) - or attach list 1. .... 2. .... 3. ....	
<b>Herbaceous Perennial Plants</b> - (please itemize in attached list)	
<b>Woody Plants</b> - (please itemize in attached list)	
<b>Tools/Hardware</b> (e.g., garden hand tools) – (please itemize in attached list)	
<b>Landscaping Material</b> – hard scape (e.g., stone, paving, building materials) - (please itemize in attached list)	NOT eligible for 2010 funding
<b>Written Material</b> (e.g., books &/or other publications) <u>NOTE</u> : Negotiate book prices with HPSO. (please itemize in attached list)	
Other, specify:	
Other, specify:	
<b>TOTAL<sup>1</sup></b> requested from HPSO:	\$

<b>Part 2 – Project INCOME/RESOURCES</b> to be covered by <u>OTHERS</u> .					
Name of Organization or Individual	Type (Cash or In-Kind)	Amount (\$)	Status		Other: (please explain briefly)
			Approved	Pending	

<b>TOTAL<sup>2</sup></b> from other sources:	\$
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Percent		
<b>TOTAL Request from HPSO</b> (TOTAL <sup>1</sup> )	\$	___ %
<b>TOTAL PROJECT EXPENSES</b> (TOTAL <sup>1</sup> + TOTAL <sup>2</sup> )	\$	100 %

APPLICATION SIGNATURE PAGE

*Note: To be accepted for consideration by the HPSO, each grant application must be reviewed and signed by the organization's principal administrator (Director, Chief Executive, Board President, etc.)*

I have reviewed this completed application in its entirety, and assume responsibility for the expenditure of any funding received from the Hardy Plant Society of Oregon.

\_\_\_\_\_ / \_\_\_\_\_

Signature & Title of organization administrator

/

Typed or printed name

Date Signed: \_\_\_\_\_

APPLICANT CHECKLIST

Did you:



<input type="checkbox"/> Complete the entire application (limit narrative to 3 pages)	
<input type="checkbox"/> Limit attachments regarding the narrative to 3 pages or less	
<input type="checkbox"/> Accurately complete the budget sheet and label & attach related lists	
<input type="checkbox"/> Proofread the entire application	
<input type="checkbox"/> Include the signature of your organization's principal administrator	
<input type="checkbox"/> Attach a copy of your IRS not-for-profit designation letter to your application	
<b><u>NOTE:</u> Your application will <u>NOT</u> be considered if this item is missing!</b>	
<input type="checkbox"/> Provide one electronic & five identical hard copies of the application to HPSO	
<input type="checkbox"/> Save a copy of the completed application	

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

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**REMEMBER**

**DEADLINE FOR APPLICATION**

**Received at HPSO office not later than  
4:00 pm, Monday, December 14, 2009**

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