

2010 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, 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.

NOTE TO ALL SCHOOL APPLICANTS:

A wealth of information and technical support is available to schools through the National Gardening Association web site. Check out 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 THE HARDY PLANT SOCIETY OF OREGON:

Check out 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.

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 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 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, Monday, December 14, 2009.

Funding will be available in March-April, 2010.

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.

2010 SCHOOL APPLICATION
ELAINE JOINES MEMORIAL GRANTS PROGRAM
HARDY PLANT SOCIETY OF OREGON

Applicants must submit 1 (one) electronic copy to: 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

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. 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.
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. 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.
7. Notification will be sent in March-April, 2010. Please do not telephone the HPSO office for information on awards.
8. Grant recipients should be aware that:
 - o A brief, written project progress report, with budget expenditure summary, is required 6 months into your grant period (September-October 2010).
 - o 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).
 - o 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.

GRANT RECIPIENT AGREEMENT FORM

If your school project is granted full or partial funding from the HPSO, you will be sent a Grants Recipient Contract specifying the grant report 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.

2010 HPSO Grant Program - SCHOOL APPLICATION FORM

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: \$ _____

School Name: _____

Please specify the type of 501(c) and attach a copy of your IRS designation letter to your application.

_____ **NOTE: Your application will NOT be considered if this item is missing!**

School 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: _____

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 your plans to include curricular areas such as literature, social studies, math, etc.

Describe everyone who will be involved in the project:

4. How many students will be involved, and what are their ages?

5. How many teachers, parents, or others? What will their responsibilities be?

6. Who has the gardening expertise &/or other experience to guide the project activities?

7. Describe what work has already been done toward implementing this program and what plans you have for its sustainability.

8. What is the timeline for the project?

9. 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

Part 1 - EXPENSES - (Note: In this section list <u>ONLY</u> items being requested from HPSO funds.)	
Categories	\$ Amount
Garden Materials - specify <u>type & amount</u> (e.g., soil, mulch, etc.) - or attach list 1. 2. 3.	
Herbaceous Perennial Plants - (please itemize in attached list)	
Woody Plants - (please itemize in attached list)	
Tools/Hardware (e.g., garden hand tools) – (please itemize in attached list)	
Landscaping Material – hard scape (e.g., stone, paving, building materials) - (please itemize in attached list)	NOT eligible for 2010 funding
Written Material (e.g., books &/or other publications)) <u>NOTE</u> : Negotiate book prices with HPSO. (please itemize in attached list)	
Other, specify:	
Other, specify:	
TOTAL¹ requested from HPSO:	\$

Part 2 – Project INCOME/RESOURCES 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	

TOTAL² from other sources:	\$
--	----

Percent		
TOTAL Request from HPSO (TOTAL ¹)	\$	___ %
TOTAL PROJECT EXPENSES (TOTAL ¹ + TOTAL ²)	\$	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 (Principal, 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"/> Include the letter of support, on official letterhead, from your school's principal, administrator or director	
<input type="checkbox"/> 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="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.

REMEMBER

DEADLINE FOR APPLICATIONS

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