

Hardy Plant Society/MAG Grant Process *revised 10/4/2022*

Once a year, HPS/MAG awards grants to groups, schools, and other nonprofit organizations who are working to promote horticulture and/or environmental awareness. In return, we ask all grant winners to acknowledge their grant and submit a brief report with photos upon completion of their project.

Grants are evaluated based on the criteria listed below. In general, grants range from \$300 to \$1,000. Emphasis is given to horticultural projects that will impact the community, and grants are more apt to be provided for plants and planting materials than structures. We welcome the opportunity to contribute to a project with other funding sources, including funds from the requesting organization.

Grant applications may be submitted beginning in mid-December with an application deadline of midnight on February 1. Submit only one project per application and one application per organization per year. *If a grant application requests funding for more than one project, the application will be put on hold while the submitter is contacted and given the opportunity to select the one project they want to submit.* All organizations are welcome to submit a new grant application each year. We only accept applications submitted thru the grant application forms on the HPS/MAG website. We cannot accept grant applications submitted as an email.

Grant award decisions will be completed by March 1. All applicants will be notified of the status of their application by mid-March. Grant award checks will be mailed within a few weeks of notification. Traditionally, we request grant recipients submit their final project report by October 1. Final reports should be e-mailed to vicepresident@hardyplant.org

We hope you are all successful in achieving your goals. Please e-mail your questions to vicepresident@hardyplant.org

Applicant Information:

To award a grant, we need the official name and address of the organization to which a check would be sent.

- Organization Name
- Organization Mailing Address
- Organization Phone
- Organization Website or Facebook address
- Grant Project Name
- Contact Name
- Contact Email
- Contact Phone
- Dollar Amount Requested

Application Evaluation Criteria:

The Application Evaluation Criteria describe the information you need to provide when applying for a HPS/MAG Grant. Please provide the most complete information you have available for all the evaluation criteria below when submitting your grant application.

1. Purpose
 - a. What is the primary purpose of the project?
 - b. Describe the project in a few paragraphs. Optionally, you may also attach a maximum of 2 individual pictures, each picture needs to be a separate .jpg file.

2. Horticultural/Environmental Impact

- a. How will the target audience interact with the horticultural content of the project?
- b. Describe the garden design. Optionally, you may also attach the garden design as a separate .pdf or .jpg file.
- c. How will the garden be maintained over time?

3. Educational Impact

- a. What is the potential target audience and number that may be impacted by the project?
- b. What educational materials will be used (plant labels/signage/pamphlets...)?
- c. How does this project respond to the needs of the targeted community?

4. Funding Requested

- a. List other funding sources and amounts if available.
- b. How will the grant funds will be used?
- c. Attach the detailed budget as a separate .xls file. If plant materials are part of your grant request, please include an itemized plant list (you can use common plant names), plant selection criteria and plant costs in your budget spreadsheet.
- d. What in-kind contributions will be provided (e.g., volunteer hours, space, other resources)?

5. Reports and Acknowledgement

The Hardy Plant Society/Mid-Atlantic Group requires that upon completion of your project, you forward a written report (as a .doc file) including the final accounting of funds expended along with photographs (as .jpg files) letting us know how our grant helped your organization. We wish to post these results to our website and in our newsletter so future applicants and HPS/MAG members can view your accomplishments. We also invite you to send us your project videos to share on the Hardy Plant Society's social media.

HPS/MAG requires that you acknowledge our funding and support. On request, we will provide grant recipients with our logo, a grant credit line and suggestions for use. We welcome you to decide how to best use these materials to publicize your connection with HPS/MAG. Please tell us how you have acknowledged our support in your final report.

Funds may not be used for any purposes other than those set forth in your grant application. You acknowledge that the Hardy Plant Society/MAG has the authority to withhold and/or recover grant funds in cases where grant funds are, or appear to be, misused.

Final reports should be e-mailed to vicepresident@hardyplant.org by October 1.