**Hardy Plant Society/Mid-Atlantic Group Grant Process and Instructions**

*Revised 11/21/2023*

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 sustainable horticultural projects that will impact and improve the community. 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 can be submitted from December 1, 2023 to midnight January 31, 2024 All organizations are welcome to submit a new grant application each year.  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. Applicants must use the Grant Application Form to apply for an HPS/MAG Grant.  Please do not send a grant application in an e-mail.  Applications submitted in an e-mail cannot be accepted.

Grant award decisions will be completed by March 1. All applicants will be notified of their application status by mid-March. Grant award checks will be mailed within a few weeks of notifications.

Grantees are required to submit a one-page written final project report (as a .doc file), no later than October 1 in the year of the grant, although project completion may extend beyond that date. Reports are to be emailed to vicepresidentgrants@hardyplant.org. This report must include a final accounting of funds expended and one or two photographs (each as an original .jpeg file), along with a description of how the grant strengthened your organization. These results will be posted on our website and in our newsletter so that future applicants and Hardy Plant Society members can view your work.

**Please be advised** that all approved projects must be completed by December 1, 2024. Notice of any extraordinary circumstances must be provided to HPS/MAG prior to October 1, 2024. Without extraordinary circumstances, **no grace period** for project completion will be granted. Without such notice and the granting of a grace period for project completion, and if the project is not completed by December 1, 2024, grant money must be returned.

We wish you success in achieving your goals. Please e-mail any questions to vicepresidentgrants@hardyplant.org

**Hardy Plant Society/Mid-Atlantic Group Grant Instructions**

Applications will be accepted from December 1, 2023 until midnight January 31, 2024.  We have limited the size of the application to reduce the workload for applicants. Character limits for each section are included in parentheses after each section.

**PLEASE NOTE: The HPS/MAG on-line application does allow you to move back and forth within the application while you are completing it, but once you hit the submit button, you will NOT have the ability to return to the application or to print it.**  Therefore, we strongly recommend that you prepare a draft of your answers in advance (complying with character limits for each section), and then cut and paste your responses into the on-line form. You may want to print this out to use as a guide while you draft your responses.

**Applicant Information:**

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

* Organization Name
* Grant Project Name
* Dollar Amount Requested (Whole Dollars Only)

**Contact Information:**

* Primary Contact
* Primary Contact Phone
* Primary Contact Email
* Secondary Contact
* Secondary Contact Phone
* Secondary Contact Email
* Date Submitted
* Organization Mailing Address
* Organization Phone
* Website or Facebook Address (if available)

**Application Evaluation Criteria/Questions:**

**Project Purpose and Description**

1. What is the primary purpose of the project? (750)
2. Describe the project in a few paragraphs. (2,500)

You may attach a maximum of 2 individual pictures, each picture needs to be a separate .jpg file.

Upload Picture 1 JPG File:

Upload Picture 2 JPG File:

**Horticultural/Environmental Impact**

1. How does your project impact the horticultural/environmental development of your community? (1000)
2. Describe the garden design. Any proposed plant listings should be included as details in the budget spreadsheet identified in question # 8 below. (1000)

If available and appropriate to the project, attach a copy of the garden design as a separate .pdf or .jpg file.

Upload Garden Design PDF or JPG File

**Sustainability**

1. How will the garden be maintained over time? (750)

**Educational Impact**

1. Who are you educating? How many people are in your target audience and how do you expect to reach them? (1,250)
2. Describe the educational materials and components of this project including interpretive signage, plant labels and instructional materials. (1,000)

**Funding Requested**

1. Provide a narrative of how you intend to use the funds. Plant suppliers, if known, should be listed here. (500)

Please provide a detailed budget as a simple, single spaced Excel spreadsheet file (.xls). Itemize all materials. Provide common plant names, including size (e.g., qt, gal, flat), quantity, price, and totals for each item. Do not include other plant information, such as height, bloom time, color, etc.

Upload Budget Spreadsheet XLS File

1. Describe all other funding sources and grant amounts and when you expect your project to begin and to be completed. (500)
2. Describe in-kind contributions, including volunteer hours, space, and project consultations. (750)

**Project Completion:**

1. Please be advised that all approved projects must be completed by December 1, 2024. Without extraordinary circumstances, no grace period for project completion will be granted.  Notice of any extraordinary circumstances must be provided to HPS/MAG prior to October 1, 2024. Without such notice and the granting of a grace period for project completion, if the project is not completed by December 1, 2024, grant money must be returned.

Please note your agreement to complete the project by December 1, 2024.

Yes □

 **Funding & Final Reports & Grant Acknowledgments:**

1. While the project may extend to December 31, 2024, the HPS/MAG requires your submission of a one-page written report (as a .doc file) on the progress/results of the project, (e-mailed to vicepresidentgrants@hardyplant.org) by October 1, 2024. This report must include a final accounting of funds expended and one or two photographs (each as an original .jpeg file), along with your description of how our grant strengthened your organization. These results will be posted on our website and in our newsletter so that future applicants and HPS/MAG members can view your work. We also invite you to send us your project videos to share on the HPS/MAG’s social media.

Please note your agreement to use the funds for the sole purpose as defined in the grant application and provide a timely final report as described above.

Yes □

1. The Hardy Plant Society/Mid-Atlantic Group requires that you acknowledge our funding and support. We will provide grant recipients with the HPS/MAG Logo, HPS/MAG Credit Line and Guidelines for their use. However, we welcome your suggestions as to how best to use these materials to publicize your connection with HPS/MAG. Please relate your method of acknowledgement 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.

Please note your agreement to acknowledge HPS/MAG funding and support as described above.

Yes □

1. Comments: (500)

When you have completed your Grant Application, please click the **‘SUBMIT’** button to send your completed application to the HPS/MAG Grant Committee. **ALL GRANT SUBMISSIONS ARE DUE BY MIDNIGHT, JANUARY 31, 2024.** We wish you success in achieving your goals.