

# Plant America Community Projects Grant Application Information

## INSTRUCTIONS (PAGE 1)

Things of note:

1. This is a fillable PDF. If you cannot fill it in, ask someone else in your club for help or go to your library. (Or ask a grandchild or neighborhood kid.) Adobe Acrobat is a free basic program to read and fill in PDFs. We will NOT accept anything but this PDF format. Do NOT take a picture of a printed document and send.
2. You can email this entire form, or just send the two fillable pages. You are not penalized if you send this instruction page. You ARE penalized if you send photos, diagrams, etc., or more than pages in this form. Your application is based only on the filled-out pages.
3. The NGC grant cannot (!) be used for labor costs. There is no leeway on this, due to IRS regulations. If you plan to pay someone for labor costs, it cannot come from NGC funds.
4. Deadline is midnight (11:59p) October 15, 2023. Central Daylight Time. But don't delay. If there are mistakes in an application, we will send it back and ask for corrections if time allows. However, if the application has errors and arrives on October 15, it won't be returned.

That being said, there are no extra credit points for early applications. But we sure do like those clubs!

5. Make sure to follow ALL the guidelines and provide the required information. There are usually between 150-200 applications; not following directions can mean the difference between being a recipient or not.

6. NEAR CLUBS. There isn't an absolute definition for Near Clubs, but we are referring to clubs in close to vicinity to each other. These are usually east of the Appalachians and in large cities. Sometimes they are called Councils. But they could be two or three clubs who have a city or county-wide project in mind. Near Clubs are NOT districts, nor the state federation. One club/person will need to be listed as the main contact and a treasurer's name must be included. However, NGC will give credit to the entire Near Clubs.

## **APPLICATION PAGE - INFORMATION**

1. Name of State Garden Club: This is the name of your state organization. For example, Garden Club of Illinois, Inc.; Florida Federation of Garden Clubs, Inc.; Georgia Garden Club. Each club must belong to a state federation before belonging to the National Garden Clubs, Inc. Make sure you put the correct name of your state organization.
2. Contact. This is the person we will contact with questions or to inform of being a recipient or not. It does not necessarily mean the club president or the person who submitted the grant application. Their email address and phone number are required.
3. Treasurer Information. NGC will submit recipient checks to the club/s treasurer and not to the club president or listed contact. The check will be made out to a club, even for Near Clubs projects.
4. Projects do not have to be "new", but NGC will NOT pay for work already finished. The Plant America Community Project Grant is for projects started in 2024.
5. Number of club members: this is the total number of club members in the club or Near Clubs.
6. Anticipated Number Members Involved: "A guesstimate." Be honest. The Grant should be a club project, and not an individual member's

or members', but we realize that it doesn't necessarily mean the entire club has to be involved.

7. Amount requested: This should match the amount requested on the Budget page!
8. Total Project Budget: Should almost match the amount requested on the Budget page.
9. Club EIN/Non-Profit Number. NEW for 2024. Due to IRS regulations and rules, we must make sure the grant goes to a registered organization. If you are a registered non-profit, you have an EIN. If you are tax-exempt, you probably have one as well. Most banks require an EIN, though some clubs may be grandfathered in.

EINs are generally free in most states. Google "Getting an EIN." Check with your bank; you may already have one and don't know it or they can help you get one. Don't wait until the last minute.

Contact [plantamericagrants@gardenclub.org](mailto:plantamericagrants@gardenclub.org) if you have additional questions.

10. Description of Intended Project. Tell us what you are planning to do. Be succinct. Tell us how your project fits into the Plant America Community Project goals. Avoid lots of history. We want to know what's "not there" and what you intend to do. There is a limit to how much you can write, but also lots of space. The font is set at 10 pts. Sample: "There is a historic rose garden at XXXXX. It was planted in commemoration of YYYYY back in 1980, but many of the roses have died and not been replaced. Additionally, the beds are not well-defined and there is no seating. Our goal is to replace the roses with modern disease-free roses, provide paver edging and new mulch. Three benches will be constructed and placed around the rose garden to enjoy the flowers and fragrance." Well, the fragrance part probably isn't needed, but sometimes you can't help but put things like that in.

11. How Funds will be used: This may repeat some of the above but use this space to elaborate. Don't just say "we'll plant trees" but tell us what type of trees and their size. Don't say "edging will be installed" but what type. Give us numbers: "5 white oak trees at least six feet tall."
12. In-Kind volunteer service: DO NOT include club members as an in-kind contribution. Only employees who are actually paid by someone else, such as the local park district or a municipality, are classified as in-kind.

Also, include non-labor contributions such as mulch, edging, plants, hardscapes, watering, etc. provided by someone other than the Club.

It doesn't hurt, though, to mention other organizations who might help such as 4-Hers, scouts or football teams.

## **APPLICATION PAGE - BUDGET**

Include the Garden Club name/s at the top, as well as the state. You can use the state postal abbreviation. We don't need the state federation's name.

EXPENSES – these tend to be guestimates. That's okay. AND you may not have something in each blank. That's also okay.

1. There isn't much space to list the plants, or it doesn't appear there isn't. However, this is an area where it scrolls, so you can provide lots of information. We should be able to scroll along and read if you use this fillable PDF.
2. Delivery of Plants: cost of delivery.
3. Soil amendments/mulch: estimated cost
4. Other purchases: lots more space for hardscape items such as benches, edging, watering hoses, etc.

5. TOTAL. The form will total the amount you fill in with each blank above, so you don't have to worry about this UNLESS you don't use the fillable form.

INCOME – these may also be guestimates, but not really.

1. NGC Plant America Community Project Grant request: what are you asking of NGC. This amount must match the item on the previous page.
2. If tangible items are being donated, list the estimated value. Remember, you listed those at the bottom of the first page of the fillable form.
3. Club's Contribution. A club doesn't necessarily have to donate anything, but from past committee discussions, it's nice to see the club has "some skin in the game." Again it's not necessary, and project dependent. This is an actual dollar amount contribution, and not considered "in-kind" such as labor.
4. Other Organizations' Donations. Are other organizations or individuals providing some funds to help the project? List those amounts. These are actual dollars being contributed, and not in-kind.
5. Other. For anything else.

NOTE: DO NOT include volunteer hours or any labor contributions in expenses or income. These can be included in the final report. Including labor contributions and expenses can be problematic with IRS reporting. Again, NGC funds cannot be used for labor expenses.

6. TOTAL INCOME. The fillable form will automatically add the total income number. You don't need to do this.

This figure MUST match the TOTAL EXPENSES amount. If they don't, the application will be returned or not considered.

If you have any questions regarding the form and filling it out, don't hesitate to contact us at [PlantAmericaGrants@gardenclub.org](mailto:PlantAmericaGrants@gardenclub.org). (However, don't wait until the last minute; please!)