

**JEFFERSON COUNTY MASTER GARDENER FOUNDATION (JCMGF)
GRANT/SCHOLARSHIP/TRAINING PROGRAM**

PURPOSE OF THE PROGRAM

This program will provide financial assistance to individuals and groups in the Jefferson County community in sustainable horticulture, environmental stewardship and related fields. This program will support the Purposes of the JCMGF as outlined in Article II, *Articles of Incorporation*.

PROCESS FOR THE PROGRAM

The program will be accomplished by awarding grants, scholarships, and training assistance to those organizations and individuals whose proposals are compatible with the purposes of JCMGF. The program will be sustained by funds allocated for that purpose by the JCMGF Board and donations from the public.

The funding level will be determined by the Board during the annual budget process. Unused funds will carry forward to the next year. Awards will be conferred based on the recommendations of the JCMGF Grants / Scholarships committee after approval from the JCMGF board.

There will be one grant application deadline per year in the Spring. Grant funding will be for one year. Scholarships and training applications will be reviewed throughout the year.

Awards will be made based on the following criteria, guidelines and any other factors as the Committee and / or Board may determine.

CRITERIA AND GUIDELINES FOR GRANTS

- Grants are available to all not-for-profit groups without discrimination.
- Groups may be asked for references or letters of recommendation.
- Projects will support sustainable horticulture and environmental stewardship in Jefferson County.
- Timelines, scope of activities, and project budget should reflect project completion within a year.
- Site visits are an essential part of the application review.
- Funding will not exceed the amount awarded.
- Labor and administrative costs are NOT funded.
- A progress report is required six-months after the award date.
- A final report is required at the end of the granting period and should include activity photos that may be released to the public.
- Grant funds will be reimbursed on basis of itemized receipts that detail amounts paid, items, and vendors.
- Grant recipients may be asked to make a verbal report at a JCMGF meeting that is open to the public.

CRITERIA AND GUIDELINES FOR SCHOLARSHIPS

- Applicant is a resident of Jefferson County, Washington.
- All applications will be considered without discrimination.
- Applicant has been accepted into a two- or four-year institution of higher education to learn horticulture, environmental studies or another related field.
- Applicant has provided a copy of a letter of institution acceptance.
- Applicant has provided an official high school transcript reflecting course work and grades.
- Two letters of reference have been received: one letter from a teacher and one letter from a community resident. Both letter authors need to have known the applicant for at least two years and neither should be related to the applicant.
- Disbursement of the awarded scholarship will be a lump sum payment to the institution of higher learning.
- Additional information that may be considered for scholarships include:
 - Grade point average
 - Community involvement
 - Areas of past and proposed studies
 - Other awards and / or related projects

The application lists the criteria for the JCMGF scholarship and the Washington State Master Gardener Scholarship. The applicant picked for Jefferson County will be forwarded to the State.

CRITERIA AND GUIDELINES FOR TRAINING ASSISTANCE

- Applicant is a resident of Jefferson County, Washington.
- All applications will be considered without discrimination.
- Training will further sustainable horticulture and environmental stewardship in Jefferson County.
- Training will benefit the community of Jefferson County.
- If funding is received, applicant will submit a written report of the training experience to the Committee and may be asked to report of the training at a JCMGF meeting that is open to the public.
- Training assistance is a one-time monetary award to cover only class or workshop registration fees.

ADDITIONAL GUIDELINES

- No grants, scholarships or training assistance will be awarded unless the group or individual applicant is qualified and meets the criteria and guidelines as stated on each application form.
- The final amount of the grant, scholarship or training assistance award will be at the discretion of the Committee and JCMGF Board.
- If there is a conflict of interest or close alignment between a group or individual applicant and a member of the Committee or a member of the Board, that member will not vote on the award.
- Committee members are available to answer general questions regarding the application process and / or encourage groups or individuals to apply.