

## **Jefferson County Master Gardener Foundation GRANT APPLICATION**

The purpose of the Jefferson County Master Gardener Foundation (JCMGF) Grants program is to encourage and support volunteer horticultural and environmental stewardship projects to the residents of Jefferson County. The Foundation is committed to funding projects that use research-based practices as advocated by WSU and the Washington State Master Gardener program. As a community educational program supporting the WSU Cooperative Extension, JCMGF policies and programs are available to all without discrimination.

- Grant applicants may apply for awards up to \$1,000.
- The purpose of the organization must be compatible with the purposes of JCMGF and its services, and the programs must be available to all in the community without discrimination.
- There is one application period per year. Applications must be emailed or postmarked by May 1.
- All projects must be completed within one year of the grant award notification date.
- If awarded a grant, the applicant must submit an interim report (after 6 months) and a final report to JCMGF about the project and its benefit to the community. A presentation, video, display board, news article or other public appearance should supplement a brief written report (See final report checklist.)

Awards will be based on your application, an interview and a visit to the project site. (NOTE: salaries and administrative costs are not funded.) Awards will be announced on or before June 15.

### **Procedure for Applying for a Grant**

Sign this page and complete the application. Be sure to include an itemized budget that details the materials needed, their estimated costs and potential suppliers. Be concise in stating what you want to do, the volunteers committed to the project, and how it will benefit the community in an environmentally safe way. Return the compiled application by email or mail to:

**JCMGF Grants Program**  
Attn: Nita Wester  
1128 Corona Avenue,  
Port Townsend, WA 98368

or

nwester@olympus.net  
(put JCMGF Grants in the subject line)

I confirm that the information submitted is accurate and complete to the best of my knowledge. I will be available for an interview, a site visit to provide information about the project and, if awarded a grant, a final site visit to verify that the project has been completed. By completing and submitting this application, I understand that this information and other pertinent data will be used by the JCMGF to make a determination of eligibility.

If funding is received, I agree to abide by the criteria and guidelines. I agree to make a presentation to the Master Gardener Program and/or provide information for news releases to local newspapers or Master Gardener publications.

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Signature of authorized organization, representative

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Date

**Jefferson County Master Gardener Foundation  
GRANT APPLICATION**

**Title of project:** \_\_\_\_\_

**Name of organization or group requesting funds:** \_\_\_\_\_

**Contact person:** \_\_\_\_\_

**Mailing address:** \_\_\_\_\_

**Physical address of project site:** \_\_\_\_\_

**Total Amount Requested:** \_\_\_\_\_

Payment is made on a reimbursement basis when the project is completed. When completion is verified, receipts and a final report are received, the check will be issued to (insert organization name):

\_\_\_\_\_

**COMPLETE THE FOLLOWING REQUIRED INFORMATION:**

A brief description of the organization/group and its purpose:

A brief description of the project, including the environmentally safe horticulture and sustainable practices/information you plan to use.

The number of volunteers committed to this project:

The plan to share information with others in the community:

Estimated start date for this project: \_\_\_\_\_ Estimated completion: \_\_\_\_\_ What is your plan to evaluate and present your project?

On a separate page, attach an itemized budget that details materials needed, their estimated costs, and potential suppliers. Please make an effort to find the lowest prices available and to explore other discounts or donations that may be available for community groups and school projects.

At the completion of your project (work complete), call to schedule a final site visit. When receipts are in order, your report is written, and your presentation, etc. is planned, please contact us so that we can schedule and/or advertise a grant completion event.

The receipts and written project report should be e-mailed to [nwester@olympus.net](mailto:nwester@olympus.net) or mailed to BCMGF Grant Report, Attn: Nita Wester, 1128 Corona Ave., Port Townsend, WA 98368  
Questions? Call Nita Wester at (360) 385-5390.