

## **GARDEN CLUB OF ST. LOUIS**

### **Green Grant Project Guideline Form**

The combined purpose of the Garden Club of America and Garden Club of St. Louis (GCSL) is to stimulate the knowledge and love of gardening and to restore, improve, and protect the quality of the environment through programs and actions in the fields of conservation, civic improvement, and education. Consider this statement as you decide whether your request is appropriate for a GCSL Green Grant Project.

The 2022 GCSL Green Grant Program will award a total of \$25,000. Applicants may request funding in amount of \$1,000, \$5,000, or \$10,000. After evaluating the applicant pool, the Green Grants Committee and the Executive Committee will determine how best to allocate the funds. Each project should be a community-based and *St. Louis-based* request, not addressing needs of a private citizen, business, endowment, scholarship, feasibility study, maintenance, salary, or stipends.

When completing the GCSL Green Grant application refer to the grant guidelines listed below to ensure your request qualifies for the Green Grand Program.

**Sponsors** Each application is limited to two (2) GCSL sponsors.

**Timeline for Grant Process** All applications are due by January 31, 2022. The GCSL Green Grants Committee will manage the process including, but not limited to, the receipt of applications, vetting of applications, and presenting of applications to the 12-member Executive Committee one week before the February Board Meeting. If a member of the Executive Committee is an application sponsor, the member will be recused from the Executive Committee deliberations and replaced by a board member selected by GCSL presidents. The Executive Committee will assemble a proposed slate. The proposed slate will then be voted on by the club's general membership at the February club meeting. The slate will be adopted if a majority of those in attendance vote in support of the slate. All funds will be distributed prior to the GCSL's year end on April 30, 2022. If the slate is not approved by the general membership, no funds shall be distributed during the GSTL calendar year.

**A Summary of the Project** (100-words or less) A statement of the proposed project that clearly defines the project's objectives and explains how the projects fits within the GCSL's mission.

**Project Description** (1500 words or less) A description of the proposed project that includes:

- A description of requesting organization's mission statement; include the nature of the organization's work and names of individuals in charge of project oversight.
- Describe the potential impactful of this project within our community; include targeted audience, location and degree of impact.
- Estimated project start and completion dates; include project's "shovel-ready date." If project is already underway, what has been accomplished to date?
- Define total project expenditures including a brief description of each major expenditure; include naming opportunities and descriptions if available.
- Describe sustainability and maintenance plans, both short- and long-term.
- State amount being asked of the GCSL and the percentage of GCSL impact on overall project's success; include any GCSL prior involvement with organization.
- List the degree of GCSL member's hands-on involvement: time, skill, ongoing oversight.
- List any known additional funding sources currently secured; include names of partnering organizations, financial commitment, and individuals representing these organizations, if known.
- Is this a time-sensitive opportunity for GCSL? Or could this project be considered in a future year?

**Supporting Documents**, if applicable

- Photographs or drawings. Each photograph is to be accompanied by a caption and the photographer's name.
- Written releases are required for photos taken by non-member.
- Letter from leader of requesting civic group supporting project.