



THE GARDEN CLUB OF ST. LOUIS Green Grants Application Guideline

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.

Awards: Applicants may request funding in the amount of \$1,000, \$5,000 or \$10,000.

Project Requirements: All projects should be based in St. Louis and be overseen by a 501(c)3 non-profit organization. Each application must be sponsored by two (2) GCSL members. Please refer to the grant guidelines listed below to ensure your request qualifies for a Green Grant.

Timeline and Process: All applications are due by January 31. The Green Grants Chair(s) will manage the process including the receipt and vetting of applications and presenting of applications to the GCSL Executive Committee prior to 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 the GCSL President(s). The Executive Committee will assemble a proposed slate, which will pass by a simple majority vote. The proposed slate will then be presented for a vote by the club's general membership at the February Club meeting. The proposed slate will be adopted if a simple majority of those in attendance at the February Club meeting vote in support of the slate. All funds will be distributed prior to the GCSL year end on April 30. If the slate is not approved by the general membership, no funds shall be distributed.

Project Summary (100 words or less): The application should include a brief statement of the proposed project that clearly defines the project's objectives and explains how the project fits within the GCSL's mission. Please note: The Green Grants program accepts applications for funding of specific projects and does not fund general operations.

Letter of Support: Letter from leader of requesting organization outlining the case for project funding. Please note: The Green Grants program accepts applications for funding of specific projects and does not fund general operations.

Project Outline (1500 words or less): The application should include a description of the proposed project that includes:

- The requesting organization's mission statement; include the nature of the organization's work and names of individuals in charge of project oversight.
- Description of the potential impact of this project within the St. Louis community; include targeted audience, location, and degree of impact.
- Estimated project start and completion dates. If project is already underway, what has been accomplished to date?
- Definition of total project expenditures including a brief description of each major expenditure.
- Description of sustainability and maintenance plans, both short and long-term.
- Amount of Green Grants requested and the percentage of the total costs that represents; include any prior Green Grants funding or other GCSL involvement.
- Potential GCSL members' hands-on involvement of time, skill, and ongoing oversight.
- Naming opportunities and descriptions if available.
- Other committed funding sources; include names of partnering organizations, financial commitment, and individuals representing these organizations.

Supporting Documents, if available:

- Photographs or drawings that help the committee visualize the project.
- Marketing or other descriptive materials produced by the organization.