**SIOUX CITY GARDEN CLUB GRANT PROPOSAL INSTRUCTIONS**

**Purpose of Garden Grants:**

The Sioux City Garden Club established the availability of garden grants in 2012 to further its mission to create an interest in gardening and support local garden projects in Siouxland.

**Grant Application Process:**

Grant Proposals are solicited from the Siouxland Community and must be submitted through the mail using the application that is available on the Sioux City Garden Club website. The mailing address is: Sioux City Garden Club, PO Box 3303, Sioux City, IA 51102.

1. Applications are accepted from January 1 – April 1 each year. Funded grants will be announced on the 3rd Monday in April.
2. Applicants within the Sioux City Metro area (approximately 20 miles from City Hall) are eligible to apply. Monies cannot be used to support for-profit projects.
3. An entity (applicant) can apply for grant monies for 2 consecutive years (in a 5-year window) if the proposed project is substantial, at which time the project should be self-sustaining.
4. The maximum award per applicant is up to $1,000.00 per year.
5. Grant monies are not intended to be used to cover the cost of hired labor, hardscaping (cement work, pavers, rock), fencing, irrigation systems, structures (garden sheds) or motorized equipment.
6. Funded grants will be announced on the 3rd Monday in April. Checks will be mailed to recipients no later than April 30. Applicants not funded will be notified with rationale for non-funding.
7. A written report is due/postmarked by November 1st of the year in which the grant was received at the above address.
* The report must be submitted in writing,
* It must provide a description of what the grant was used for plants/materials, small tools, receipts, and photo(s).
* The submitted reports will be scanned and placed in the members only (restricted) section of the Sioux City Garden Club website. [www.siouxcitygardenclub.org](http://www.siouxcitygardenclub.org).
* In addition to the written report, the recipient may also choose to present the report in person at the November membership meeting, but not as a replacement for the written report.
* All reports will be presented to the Sioux City Garden Club membership during the November meeting held on the 3rd Monday in November.
1. Failure of the grant recipient to meet the above requirements will make the entity ineligible to apply for funds the following year. A one-year extension may be granted If unforeseen circumstances prevent completion of the project during the grant year. If the project is not completed in 2 years, the grant monies must be returned to the Sioux City Garden Club.

**Grant Monies Available:**

The total amount of monies available to fund selected grants varies from year to year, and is set by the Sioux City Garden Club Board of Directors in January. The amount is based on the net proceeds generated from the Green Thumb Plant Sale held by the Garden Club during the previous year.

**Garden Grant Application**

Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of contact person and organization:

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Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Information: Email:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Phone number:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**TITLE OF PROPOSAL: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Describe the project for which you are requesting grant funding in 1-2 paragraphs. Include purpose, goals, dimensions of project, who will benefit from the project, and time period when funding will be used. If applicable, are you also applying for funding from other sources? You may attach a separate page if needed.

If you have a large project (multi-year) , please provide an estimated total cost of project\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

How will grant monies be used? Refer to guidelines of allowable costs. Provide an itemized budget estimate. (plant materials, soil, mulch etc.)

Amount of funding requested \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

How will this project be maintained in the future?

Revised and Approved: 2/5/21

Original 2012