

Sioux City Garden Club Grant

Community Grant Program

Grant Application and Final Report Templates

Mailing Address:

PO Box 3303

Sioux City, Iowa 51102

Service Area: Within 25 miles of Sioux City

Maximum Award: \$500 per organization per year

Tip: This document is designed to print and fill out by hand, or you can type directly into the fields in Word.

Part A. Grant Application

Please complete all sections. Submit the application to Sioux City Garden Club Grant, PO Box 3303, Sioux City, Iowa 51102. Incomplete applications may be returned for revision or may not be considered.

1) Applicant Information

Organization name _____

Primary contact name _____

Title/role _____

Email _____

Phone _____

Mailing address _____

Website (if any) _____

2) Project Overview

Project title _____

Project address/location _____

City / Site owner _____

Amount requested (max \$500) \$ _____

Total project cost (estimate) \$ _____

Project type (check all that apply):

- ☐ Beautification / public planting (flowers, planters, landscaping)
- ☐ Tree planting
- ☐ Vegetable garden / food-growing project
- ☐ Pollinator or native habitat planting
- ☐ Education project (school, workshop, signage, youth program)
- ☐ Other (describe): _____

Brief project summary (2–4 sentences):

3) Community Impact and Education

Who will benefit from this project, and how? (audience, estimated number of people served)

If applicable, describe the educational component (lessons, signage, events, youth involvement):

4) Project Plan

Planned start date _____

Planned completion date _____

Key steps / timeline (bullets or short sentences):

- _____
- _____
- _____
- _____
- _____
- _____

Planting list (types of plants/trees/vegetables and quantities, if known):

5) Budget

Please list how the grant funds will be used. (Attach a separate budget if needed.)

Item / Description	Qty	Unit Cost	Line Total

Other funding sources or in-kind support (if any):

6) Maintenance Plan (Required)

Who will be responsible for watering, weeding, and ongoing care after installation?

How will the project be sustained beyond the first season (supplies, volunteers, schedule)?

7) Site Permission and Acknowledgments

Please confirm the following (check each box):

- ☐ The project site is located within 25 miles of Sioux City.
- ☐ I have permission from the property/site owner to install and maintain this project.
- ☐ Grant funds will be used only for the approved project and plant-related materials.
- ☐ Our organization will submit a final report and photos by the requested deadline.
- ☐ We agree to acknowledge the Sioux City Garden Club in signage or publicity when reasonable (optional but appreciated).

Site owner name and contact (if different from applicant):

8) Certification and Signature

By signing below, I certify that the information provided is true and complete, and that I am authorized to submit this request on behalf of the organization.

Authorized Signature

Date

Optional attachments (check what you are including):

- ☐ Photos of the project site
- ☐ Letter of support (principal, director, partner organization, etc.)
- ☐ Expanded budget or quote
- ☐ Sketch, map, or plan

Part B. Committee Use Only

Applicant organization: _____

Project title: _____

Amount requested: \$_____ Recommended award: \$_____

Scoring (0–100):

Category	Points	Notes
Community impact / public benefit	25	
Education value (if applicable)	15	
Feasibility & timeline	20	
Maintenance plan	20	
Budget clarity & readiness	20	

Total score: _____

Conflict of interest disclosed? ☐ No ☐ Yes (who/what): _____

Committee comments:

Part C. Final Report Template (Required)

Please submit this report with photos by the deadline stated in your award letter to Sioux City Garden Club Grant, PO Box 3303, Sioux City, Iowa 51102.

1) Recipient Information

Organization name _____

Project title _____

Project location _____

Primary contact name _____

Email _____

Phone _____

Grant amount received \$ _____

2) Project Summary

What was completed? (1–2 paragraphs)

Date(s) installed or planted: _____

3) Outcomes and Community Benefit

Who benefited and how? Include any measurable results if known (participants, harvest, visits, etc.).

Education component (if applicable): What did people learn, or what was taught/shared?

4) Maintenance Plan Going Forward

Who will maintain the project and how often?

5) Photos Checklist

Please attach or include photos (digital is fine):

- ☐ Before photo(s) of the site (if available)
- ☐ During installation/planting photo(s) (optional)
- ☐ After photo(s) showing the completed project
- ☐ Community use photo(s) (students, volunteers, visitors) (optional)

6) Recognition (Optional but Appreciated)

How did you acknowledge the Sioux City Garden Club (signage, newsletter, social media, event, etc.)?

7) Final Certification and Signature

I certify that the grant funds were used for the approved project and that the information in this report is accurate.

Authorized Signature

Date
