

## MICHIGAN GARDEN CLUBS, INC.

### Plant America - Grow & Share Small Grant Application Instructions

*Please print this page in order to share it with your planning committee and so that you don't have to keep coming back to the website while you are knee deep in project development.*

When you locate the application form on the website, right click anywhere on the form and choose 'Save'. You can then name it something that is helpful to you and save it to your computer. The form is fillable (meaning you can type in the highlighted areas) but there may not be enough room or versatility to hold everything. Use this same process to save and complete the 'Final Report' form at the end of your project. And please think of us while you are planning and working on your project – we LOVE pictures (before, after, during, dirty hands & faces).

If the application form did not provide enough room for a complete description of your project or its budget, please use a separate sheet of paper to describe: its location, scope, purpose, other groups involved, anticipated problems to be overcome, etc. Also please provide a list of expenses: plants, materials, equipment rental, paid labor, fees, etc. in your budget, as well as proposed funding sources and amounts. Covering these areas will help inform the Grant Committee that you have your plan well thought out and that the project's rationale serves one or more of MGC's mission purposes as outlined at the top of the application form. Send the completed application form and any additional pages to your District Director. The Director will forward it on to the rest of the Committee for consideration.

Please understand that this is **NOT** intended to support an ongoing project usually covered by your club's annual operating budget. However, it *may* support a significant expansion or renovation of an existing project. We encourage you to dream big and involve your local community where possible and practical. Perhaps your project could be a learning experience for a local grade school class, scouts, or 4H group. Let some civic organizations know about it – they may be willing to support it with dollars or shovels and sweat. Big box stores may be willing to provide materials or a discount on needed items. Let your local newspaper know about your plans and get some well-deserved publicity.

When your project has been completed, take a few breaths, pass around some 'atta boys, and complete and return the Final Report form to the Grants Administrator. Check the MGC 'Board of Directors & Standing Committees Roster' under the heading 'Finance' for the Administrator's contact information. Please share pictures, tell us of things that went well, and things that went a little haywire. We can all learn from you. And then consider writing an article for *Thru the Garden Gate* and apply for an MGC or NGC Award.

Just a few project ideas:

- Building a new garden
- Refurbishing or expanding an existing community garden
- Making garden-related presentation(s) available to your community
- Blue Star/Gold Star Memorial garden
- Plant It Pink garden
- Garden Therapy garden
- Start a seed library
- Build or expand a youth or school garden
- Present plants to grade-schoolers