



Federated Garden Clubs of Minnesota, Inc.

GRANT GUIDELINES & CRITERIA REQUIREMENTS

All projects seeking grant funds must support the mission of FGCM Inc.:

“Federated Garden Clubs of Minnesota will provide education, foster communication and support our members in their endeavors to promote the love of gardening, floral design and civic and environmental responsibility.”

In addition to the specific goals of the project, all projects **must**:

- **Advertise Federated Garden Clubs of Minnesota, Inc. (FGCM) and incorporate efforts to recruit new members.**
- **If non-member volunteers are recruited, they could be offered complimentary club membership for one year after which they should be encouraged to become dues paying members.**
- **Get community support through donations. Examples: Plants, seeds and gardening materials from garden centers or others. Space in which to create gardens, teach classes, hold meetings. Use of garden equipment from individuals, rental agencies, or garden centers. Advertising space or time on local TV or Radio stations. Cash.**
- **Have educational components. All educational material in printed form or presented in classes must be research based. Not anecdotal – (‘Aunt Bertha’s bug remedy.’)**
- **Be open to the public and/or publicly visible. Be widely advertised in a variety of media. If the project focuses on a select population, all members of that population must be given an opportunity to participate.**
- **Each club must commit some of their own funds & member participation to the project.**
- **Include an evaluation plan with measurable goals.**

In addition, clubs are strongly encouraged to partner with other agencies or organizations. Public or nonprofit agencies, local businesses, other gardening or horticulture groups such as Master Gardeners, MN State Horticulture Society, environmental groups, etc.

● **AMOUNT OF GRANTS:** Grants may be awarded for up to \$1,000. A project may get all, none or a portion of what they request. Applications must indicate what the group will do if they do not get the grant or if they do not get all that they requested. Will the club still do a portion of the project or on a smaller scale?

● **TIMELINE:** Submit the application form to the FGCM Awards and Grants Chairman, Kathleen “Kat” Hanson. katzhatz@msn.com by February 1st. Applications may be submitted electronically or by hard copy. Postmark must be by the due date.

Grants will be awarded at the FGCM Inc. Annual meeting in April.

Final reports will be due Nov. 1 of the year the money was received or within 3 weeks of the end of the project.

● **ELIGIBILITY:** Only Clubs that are members of Federated Garden Clubs of Minnesota are eligible to apply for FGCM grants. Groups of clubs such as Garden Councils or affiliated clubs may also apply as long as each group is a member of FGCM.



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- **APPLICATION FORMS:** The Grant Application form is available on the FGCM website <https://mngardenclubs.com/> and from the FGCM Awards and Grants Chair (Kathleen “Kat” Hanson: katzhatz@msn.com)
- **LENGTH OF APPLICATION:** Grant applications are limited to 4 pages, front pages only. The 4th page is the FGCM Grant Application Cover Sheet. Additional pages of photos are allowed. Budgets do not count towards the 4 pages allowed.
- **APPLICATIONS WILL NOT BE RETURNED:** Keep a copy of the application and all supporting materials for your records.
- **CONTINUING FUNDS:** If a grant is awarded for one phase of a project, the club or affiliated clubs may reapply for future grants to continue or expand the project, but continued support is not guaranteed.

POINTS FOR FGCM Grants

Presentation 5 pts.-neat, concise, includes all required information on the FGCM Grant Application Form. Gives a clear understanding of the project.

Impact 50 pts.- Short- & long-term benefits to the public or the intended population. Attention to the requirements listed above. Leveraging community support. Expected impact relative to the amount of funds requested. An appropriate evaluation plan. Is the project realistic? Evidence of careful planning. Evidence of the experience needed to succeed.

Participation 35 pts.- Involvement of club members, other volunteers, community & government agencies, businesses, professionals, youth, residents in facilities, others.

Documentation 10 pts.- Supporting data - Clear, well-labeled and neatly attached, photographs of proposed sites if applicable, landscape plans if appropriate (does not have to be professionally drawn), budget (include expected sources of all donations - material and cash), Written statements of commitment to participate from other organizations and groups. (A printed email is acceptable.)