ELAINE JOINES MEMORIAL GRANTS PROGRAM
HARDY PLANT SOCIETY OF OREGON
2018 APPLICATION

GRANT STANDARDS AND CALENDAR

HPSO works to promote education and understanding of herbaceous perennial plants. Our Grant Program is dedicated to helping special gardens of botanical, horticultural, educational, environmental or historic interest. HPSO awards funds to qualified not-for-profit groups and schools in Oregon and Clark County, Washington.

Grant applicants may request funding for:

- Plants, small hand tools, hardware, soil, mulch.
- Other horticultural supplies for gardening or greenhouse use.
- Books or printed material about botany or horticulture, or other appropriate educational materials.
- A limited amount of landscaping material such as stone, paving, building materials.

HPSO will **NOT** fund grant requests that are:

- For individuals.
- For projects with religious purposes.
- For operational expenses such as utility bills, salaries, overhead, travel or meeting costs, capital outlays for maintenance such as in-ground irrigation systems or sheds.
- To reimburse funds already expended.
- Outside the state of Oregon or Clark County, Washington.

Grants in 2018 will be a maximum of $1500. Applications for amounts greater than that will NOT be considered. We encourage applicants to seek funding or in-kind donations from a variety of sources, such as local businesses, local garden clubs, and community foundations, to strengthen the application and obtain the total project funding from more than one source.

- Applicants must submit 6 hard copies of the application and attachments to:
  Hardy Plant Society of Oregon
  4412 SW Barbur Blvd, Suite 260
  Portland, OR 97239
- Applications open: January 1, 2018
- Applications due: March 31, 2018
- Funding will be available in June, 2018**.**

If you have questions about the application process, call the HPSO office at: (503) 224-5718.

Do not call the HPSO office for information on awards. All applicants will be notified in May, 2018.

REPORTING REQUIREMENTS:

- The grant period is a MAXIMUM of 12 months following the award of the grant (date of the grant check). All grants must be completed within this time frame.
- At 6 months into your grant period (December, 2018) a brief, written project progress report, with budget expenditure summary, is required.
- At 12 months (June 2019) a final written report including final expense report is due within 30 (thirty) days of the conclusion of the award period.
- The final written report must include a poster presentation of your completed project. Your poster will be part of a display to our membership at the HPSO Annual Meeting and HPSO functions. HPSO retains these posters.
- In October, 2019 you are expected to provide a representative to attend the HPSO Annual Meeting, display the poster, and converse with HPSO members.

APPLICATION TIMELINE:

January 1, 2018:	Applications open
March 31, 2018:	Applications due
April - May, 2018	HPSO Grants Committee review period
May 15 - 31 2018:	Applicants notified of Committee decision

TIMELINE FOR SUCCESSFUL APPLICANTS:

June 15, 2018	Grant Agreement returned to HPSO office.
June 15 - 30 2018:	Funds disbursed
December 15 - 30, 2018:	6-month progress report due
June 15 - 30, 2019:	Final report and posters due
October, 2019	Representative at HPSO Annual Meeting.

ADDITIONAL NOTES FOR SCHOOLS:

HPSO accepts applications from public and private schools (grades K - 12) interested in developing garden, environmental or plant-oriented education projects. The aim of the program is to encourage students to develop a better understanding of plants through a variety of creative, student-centered activities.

The HPSO grants committee recognizes the popular appeal of butterfly-centered school gardens, but it will no longer consider such projects for funding. The activity of these gardens focuses on the summer, when students are not present. In general, summer-based garden projects tend to be inappropriate models for schools, unless the school operates fully year-round.

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2018 APPLICATION for Not-for-Profit Organizations and Schools

COVER SHEET

Applications must be 'typewritten.' You may duplicate the application form using a standard word processing program, but please **retain the original format**.

PROJECT INFORMATION

Name of Project: _____

Total Project Budget: $ _____

Amount requested from HPSO $_____

Organization Name:_____

Address: _____

Project Site Address:_____

Has your organization applied for an HPSO grant before? __No __Yes

If yes, when? _____ What was the grant amount? $_____

PROJECT CONTACT INFORMATION

Primary Contact's Name:_____

Title: _____

Contact's Phone No.:_____

Contact's E-MAIL ADDRESS:_____

Name to appear on Grant Check:_____

Address for Grant Check: _____

Website or Facebook: _____

PLEASE ATTACH A COPY OF YOUR IRS DESIGNATION LETTER UNLESS YOU ARE A SCHOOL. YOUR APPLICATION WILL NOT BE CONSIDERED IF THIS ATTACHMENT IS MISSING.

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NARRATIVE DOCUMENT

Your narrative should be no more than 3 pages for application questions and no more than 3 pages for supporting documents such as photos, garden plan, co-sponsor statements, and other written materials.

1. Describe your organization. Describe the project.

2. Describe the measurable outcomes of your project and how you will measure success. Be specific--number of people served, curriculum developed, classes visiting, visitor attendance, etc.

3. Describe everyone who will be involved in the project.

4. Describe who has the gardening expertise and/or other experience to guide the project activities.

5. Describe what work has already been done toward implementing this program.

6. Describe what plans you have to sustain your project after HPSO grant funds are spent.

7. What is the timeline for the project (include begin and end dates)?

8. If your project requires funds beyond what HPSO can grant, and other sources of funding do not make up the difference, what will your organization do (e.g., cancel the project & return the money; negotiate with funders to scale back the project to fit the available funds, etc.)?

9. (For schools only): Describe your plans to include curricular areas such as literature, social studies, math and science.

10. (For schools only): How many students will be involved, and what are their ages?

11. (For schools only): How many teachers, parents, or others will be involved? What will their responsibilities be?

12. If the proposed project will be co-sponsored, include a written statement from each co-sponsor detailing their form of support and include these among the allowed attachments.

13. **Include the date and signature of your organization's principal administrator at the bottom of your narrative.**