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**Master Gardener Foundation of Pierce County**

**Sharon Ballard Community Garden Grant Program Guidelines**

**PURPOSE of the Sharon Ballard Community Garden Grant Program:**  
The purpose of the Sharon Ballard Community Garden Grant Program (SBCGGP) is to provide grant assistance for non-profit groups[[1]](#footnote-1) within Pierce County, for the support of new or established community gardens.

Applications are evaluated individually on areas the Sharon Ballard Community Garden Grant Program considers essential for successful community garden programs.

* Collaboration between organizations and projects that shows matching contributions, either direct or indirect.
* Need based projects that demonstrate leadership development at the grass roots level.
* Community support, involvement, and planning for long-term sustainability.

**WHO is Eligible:**    
Non-profit community gardens located within Pierce County. Applicants can apply for a new garden grant (garden creation) or an existing garden grant (garden enhancement/expansion).

**NOTE:** Recipients cannot receive a grant in two (2) consecutive years.

***A Pierce County Master Gardener (PCMG) must oversee the project considered for grant funds.***

***A Letter of Project Support, written by the PCMG, and details their project involvement, must accompany the application.***

**WHAT the Grant Funds:**  
Materials necessary to establish a new garden or support an existing garden. (Examples include tools, planting materials, garden structures).

**WHAT the Grant Does Not Fund:**

Salaries, cost of property purchase or rental, or expenses not directly related to the garden project.

***Sharon Ballard Community Garden Grants are not intended to be an unrestricted grant.***

**AWARD Amounts:**  
Grant awards up to $1,000. Requests for grant funding may be partially funded.

* A detailed project budget, for grant funds requested, ***Must Accompany the Application***.
* Award reimbursement is limited to the detailed project budget and dependent on project completion, at the garden location specified on the application, within the awarded year no later than **December 1**.

**AWARD Period:**   
Grants are awarded January 1 and April 1 of any given year. Grant award (regardless of award date) **MUST be spent and all receipts** submitted to the Sharon Ballard Community Garden Grant Committee (SBCGGC) by **December 1** of the award year.Unspent funds revert to MGFPC.

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| **There are two submission periods** | **Application Submission DEADLINE (by 5:00pm)** | **Recommendation to MGFPC Board for Award Approval**  **(1st Thursday of the Month)** | **Grant**  **Awarded** |
| Period 1 | February 1 | March | April 1 |
| Period 2 | October 1 | November | January 1 |

**APPLICATION Process (*required*):**

* Sharon Ballard Community Garden Grant Program ***Grant Request Application***
* ***PCMG Letter of Project Support and details their project involvement***
* ***Detailed Project Budget*** supporting grant funds requested

**Application is available on the PCMG website** [http://county.wsu.edu/pierce/mg](http://county.wsu.edu/pierce/mg/Pages/default.aspx)

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| **MAIL Application To:**  Master Gardener Foundation of Pierce County  ATTENTION: **Sharon Ballard Community Garden Grant Program**  3602 Pacific Ave., Suite 200  Tacoma, WA 98418-7920 |

**REQUESTING Awarded Grant Funds:**

* Award reimbursement is limited to the detailed project budget and dependent on project completion, at the garden location specified on the application, within the awarded year no later than **December 1**.
* Complete a **Request for Reimbursement Form** (sent with Grant Award Notification Letter)
* Track project expenses: Listed project materials on the Request for Reimbursement Form must be supported with clear descriptive receipts, **separate of any personal purchases***.*
* **Mail Request for Reimbursement** to:

Master Gardener Foundation of Pierce County

ATTENTION: Sharon Ballard Community Garden Grant Program

3602 Pacific Ave., Suite 200

Tacoma, WA 98418-7920

* The Sharon Ballard Community Garden Grant Committee reviews all Requests for Reimbursement and accompanying receipts; and will visit the garden site at project completion or no later than December 1, prior to reimbursement of grant funds from MGFPC Board Treasurer.

The Sharon Ballard Community Garden Grant Committee is comprised of one (1) MGFPC Board Member and 3-4 PCMG’s. They review each grant application and reimbursement request; and present their recommendation to the MGFPC Board prior to awarding grants and reimbursement of grant funds.

**Questions can be directed to the Community Garden Grant Committee** [mgfpccgp@gmail.com](mailto:mgfpccgp@gmail.com)

1. 501 (c) (3) status is not required [↑](#footnote-ref-1)