

## **Garden Club Funding Requests Guidelines**

**Adopted September 3, 2019**

### **Schedule:**

The Garden Club develops its annual budget in the spring for its July 1st-June 30<sup>th</sup> fiscal year. The budget is adopted by the membership at the June meeting. There are no meetings during the remaining summer months. Funding requests would ideally be submitted early in the spring for inclusion in the annual budget, but requests may also be considered throughout the fall and winter months. Funding requests which are not included in the annual budget are first considered by the board of directors which may request further information. Funding requests recommended by the board are then presented at the next membership meeting for action.

### **Information requested:**

All requests for new projects or Community Donation grants should address:

1. How the request would further the mission of the Garden Club
2. Provide a budget of all costs and contributions.
3. Provide a schedule for accomplishing the request
4. Identify any other approvals needed.

For projects designed to improve a property also include:

1. Property ownership and any constraints on the property
2. Permission/role of property owner
3. Plan for ongoing maintenance

All projects or grants funded by the Garden Club should include written acknowledgement of the Garden Club contribution by the recipient.