

SHEBOYGAN COUNTY
MASTER GARDENER VOLUNTEER
GRANT PROGRAM
GUIDELINES
APPLICATION

Application Introduction

The Sheboygan County Master Gardener Volunteer (MGV) organization is dedicated to providing ongoing education opportunities to any Sheboygan County MGV in good standing. As members of the Wisconsin Master Gardener program our mission is to provide unbiased, research based horticultural information to the citizens of Wisconsin through MGV's.

As MGV's we receive training in horticulture through the University of Wisconsin Extension. In return for this training, we are required to volunteer in UW Extension horticulture programs and projects that enhance our local communities.

To support this initiative, Sheboygan County MGV's, through the MGV Education Committee, will award one or more grants (based on our available funds) to any Sheboygan County MGV seeking to attend a Local, State, Regional or National MGV conference or seminar. A good resource to identify upcoming seminars/conferences is to check the WIMGA website. The Education Committee may occasionally approve programs not sponsored by Master Gardener organizations...in particular those covering topics not regularly covered in Master Gardener programs.

The grant is available to only Sheboygan County MGV's in good standing and is awarded on a merit basis with the recipient being recognized as a leader or active participant in the organization. The applicant must complete the grant application form and submit it to the MGV office at UW Extension Sheboygan County. Monies from the grant may be applied to the conference registration or transportation costs.

Grants will be distributed as a reimbursement when the grant recipient completes and submits all criteria listed on the Application Eligibility form to the Sheboygan County MGV office at the UW Sheboygan. Any MGV awarded this grant is expected to make time to share their knowledge with others in the community.

Application Eligibility

1. The applicant requesting consideration for this grant must be a Sheboygan County MGV in good standing. To be in good standing, it is required that the applicant contributed a minimum of 24 volunteer hours the previous year on qualifying MGV projects. The applicant is also required to have completed a minimum of 10 education hours in the previous year. Finally the applicant must be a current dues paying member of the Sheboygan County MGV organization.
2. The application form must be submitted in writing 4 weeks prior to the date of the program. The Sheboygan County MGV Office is located at the UW Extension Sheboygan County, 5 University Drive, Sheboygan, WI 53081. Phone number is 920-459-5904.
3. Monies from the Sheboygan County MGV grant program are awarded as a reimbursement to the recipient when all items listed below have been completed.
 - A grant recipient agrees to provide registration confirmation for a MGV sponsored conference.
 - Within 30 days after the completion of the conference, the recipient agrees to submit a 2-3 paragraph article to the Sheboygan County MGV Newsletter.
4. All applications are treated as confidential and privileged information and exposure is restricted to the MGV Education Grant Committee.
5. Decisions to award grants are final and are not subject to challenge or transfer.
6. Applicants may receive one grant every two years.
7. The maximum award is \$200.
8. The budget is \$1000 and may vary each year.
9. Applications will be evaluated by a Grant Committee which is a subcommittee of the Education Committee and will include one Board member.

Grant Procedures

Application deadlines, submittal process and dispersal of funds.

1. Application deadlines: Grants will be awarded as requests are made. Submit your grant application no later than 4 weeks before the date of the program. The Grant Committee will deal with the applications in as timely a way as possible, but it may take 2 weeks or more to grant approvals. Early application is the key to early notification.

Please note: Due to the late implementation date of this grant program in spring, the deadline date for spring and summer applications is more flexible. Send your requests as soon as you know you wish to attend a program.

2. To be considered for a grant, applications must be received and time-stamped prior to the deadline date at the MGV Office.

Submit Applications to:
UW Extension Sheboygan County
MGV Grant Committee/Application
5 University Drive
Sheboygan, WI 53081

3. The Grant Committee will do it's best to notify Grant Applicants in writing two weeks prior to program date.

4. Dispersal of funds:

The grant recipient must provide copies of receipts to:
UW Extension Sheboygan County
MGV Grant Committee/Records
5 University Drive
Sheboygan, WI 53081

Receipts/verifying documents must be received within 30 days of the conference attended.

Receipts/verifying documents include:

- Copy of grant approval
- Receipt of conference registration
- Receipts of qualifying expenses (mileage)
- 2-3 paragraph article submitted to the Sheboygan County MGV Newsletter

5. When all grant requirements are met, dispersal of funds will be made by the Master Gardener Treasurer as authorized by the MGV Grant Committee Chair.

6. All records will be maintained by the Grant Committee. This includes all applications and any supporting documentation.

Additional information:

- Monies for these grants to come from monies generated by the MGV Education Committee Activities.
- The MGV Education Committee may submit a request to the MGV Board for additional funds from the General Fund to include in the grant distribution.
- Any/all grants will be published in the MGV Newsletter, our website, and local media to help create awareness of the grant program. Our goal is to create additional awareness of the projects and programs of the Sheboygan County MGV's.

Guidelines to Evaluate Grant Application Form

The intent of this form is to aid the Education Committee in evaluating applicants applying for Education Grants. In an attempt to be more objective these guidelines have been developed. The Education Committee will make every effort to be open and fair in awarding grants.

<u>Criteria</u>	<u>Value Scale</u>	<u>Points Awarded</u>
The special interest or future goals the Applicant has as it relates to the Sheboygan Master Garden Volunteers. (See paragraph 4 of Grant application)	0-25 Points	_____
How attending this seminar/conference will aid in the future of Sheboygan Master Gardener programs or projects. (See paragraph 5 of Grant application)	0-25 Points	_____
The Education committee believes that new learning experiences are very important in the development of our people and the organization. Therefore, first time attendees will be rated at the highest point value. (For each similar event attended a declining scale of 5 points for each similar event. Example attended two similar events = 20 points; three = 15 points etc)	0-25 Points	_____
Leadership roles held in Master Gardeners such as Board Members or Project leaders. (For each year in a leadership role a point value of 5 will be rewarded up to 10 points).	0-10 Points	_____
Volunteer hours performed the previous year. (every 25 hours of volunteering will be awarded 2 points. Example 125 hours = full point value of 10)	0-10 Points	_____
Years of service as a Sheboygan County Master Gardener Volunteer. (Each year of service awards 1 point up to a maximum of 5 years or a 5 point total).	0-5 Points	_____