

**LINCOLN COUNTY MASTER GARDENER ASSOCIATION
GRANT SUBMISSION GUIDELINES
November 2024**

This document applies to grants, endowments, donations, or any submission for funding using the LCMGA name. For simple funding requests, this process can be shortened with Board approval. For clarification of the process, contact the Grants Committee.

DEFINITION OF ROLES:

- Project Manager – Person seeking funding for a LCMGA project and responsible to execute and deliver the project if approved. Secures Board approval for funding application. Works with the Grants Committee to complete the application process. Reports to Board on project progress and close out. A project can be handed over to another LCMGA member who would assume project responsibilities for execution and completion.
- Grants Committee – Research funding opportunities that align with the approved project. Works with Project Manager to complete the funding application and project final reporting.
- Lincoln County Master Gardeners Association Board (Board) – Reviews and approves all funding requests, signs funding applications, and assures projects are completed. The Board may authorize a Board Officer for this role.
- Funding Source – Any entity that provides grants, endowments, donations, etc. to fund LCMGA projects.

APPLICATION STEPS

- 1) Project Manager identifies a project that requires funding. Fills out the pre-application part of the Grant Application Procedures (attached) and presents the funding pre-application for Board approval, with Grants Committee support.
- 2) Upon the Board's project approval, the Grants Committee conducts research on funding opportunities that align with the project, including, but not limited to, eligibility and submission guidelines, terms and conditions, and reporting requirements. Once funding is identified, any unusual terms or conditions are vetted with the Board. The Grants Committee works with the Project Manager to complete the funding application.
- 3) Project Manager secures Board approval for submitting the funding application. The President, or designated representative, signs the application on behalf of LCMGA and provides a copy to the Treasurer. Documentation is submitted to the Funding Source by the Project Manager. The Secretary uploads the application material to the LCMGA cloud storage project directory.
- 4) If awarded, grant funds go to the LCMGA Treasurer and are disbursed in accordance with the terms of the grant.
- 5) Project Manager ensures grant funds are used properly, accounting for materials and financial receipts, and that the terms of the grant are met.
- 6) Project Manager provides periodic reports on the project's progress to the Board.
- 7) Upon project completion, the Project Manager provides a final report to the Board and sends any required documentation to the Funding Source. Documentation is uploaded to the project directory.

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GRANT APPLICATION PROCEDURES
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Refer to the Grant Submission Guidelines for details.

PRE-APPLICATION APPROVAL

- 1) Name of Project Manager:
- 2) Name and scope/description of project, schedule, cost estimate with amount of the funding requested (use additional pages, if necessary):

- 3) Project Manager requests Pre-Application approval from the Board.

APPLICATION PROCESS AND PROJECT COMPLETION

- 1) After the Board approves the project, the Grants Committee looks for funding sources and works with the Project Manager to complete the application.
- 2) The Project Manager presents the funding application to the Board for approval and submittal.
- 3) If awarded, grant funds go to the LCMGA Treasurer and are dispersed in accordance with the terms of the grant.
- 4) The Project Manager executes the project and provides the Board with periodic updates.
- 5) Upon project completion, if required by the Funding Source, the closing report is completed by the Project Manager with support from the Grants Committee and submitted to the Board and funding source. All project documentation is uploaded to the LCMGA cloud service project directory.