



## 2025 Jane R. Parks Memorial Grant Proposal Application

Memorial Fund Mission To support the community in its pursuit of continuing education through and contributions to humanity through the creative, spiritual, and replenishing endowments of horticulture. The Jane R. Parks Memorial Fund was established in 2012 by mutual agreement between the Parks family and the Master Gardeners of North Alabama (MGNA). Details of the Grant Fund may be found at [www.mginfo.org](http://www.mginfo.org). The submission deadline is October 15, 2024.

### Qualifying Criteria for Project Grant Funds

1. The purpose of the project is educational.
2. The funding will be granted to an already existing project, under the sponsorship of at least one adult (18 years or older). The adult must be linked through an official volunteer or hired status with the organization submitting the application.

3. The project promotes community involvement in horticulture.
4. The project has realistic goals and objectives.
5. The funds granted will make a significant contribution to the achievement of the educational goals of the project.
6. The proposed expenditures are reasonable and appropriate.
7. The project will make a difference to the community it serves.
8. The project proposal will include a regular maintenance schedule under the responsibility of the organization-approved sponsor.
9. The project recipients agree to post and maintain acknowledgment of the source (attractive marker provided): Jane R. Parks Memorial Project/Master Gardeners of North Alabama.
10. The applicant (if awarded funds) agrees to provide funding and/or status reports, and photos, of the awarded project before, during and after the completion of the project, to MGNA's Grant Committee Chair. The applicant also will allow MGNA visitors and media interviews (as requested) to ensure the fidelity of the program. Failure to do any of this would forfeit your eligibility for future grant awards.

## **Non-Allowable Project Funding Items**

*Your grant request should not include a request to fund for any of the following items.*

- Wheelbarrows, tillers, bird baths and ornamental items
  - Hardscape - cement sidewalks, foundations, fencing, sheds, arbors, walls, terraces, greenhouses
  - Grading
  - Power equipment - bulldozers, backhoes and/or operator fees
  - Correction of drainage
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Please transfer the following questions and information to an editable document (Word, Google Doc, etc.) filling in the portions requested. When completed, convert the document to a PDF and email it (\*along with any spreadsheets) to [forms@mginfo.org](mailto:forms@mginfo.org) by the stated deadline.

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## Contact Information

Full Legal Name of Organization

President/Executive Director of Organization

Organization's Mailing Address

Organization's Website

Contact Person

Title

Phone Number

Email

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## Organization Information

501(c)(3) YES NO

Year Established

Total # of Staff

Total # of Volunteers

Organizational Mission Statement  
(350 characters or less)

Project Description  
(100 word limit)

Educational and/or horticultural value to community members and others.  
(100 word limit)

Project Goals and Objectives.

Who is responsible for each area?

Include a timeline to complete each goal, including projected beginning and ending dates once funds are awarded.

(200 word limit)

How will the project benefit the community?

(100 word limit)

How many people are expected to work on this project?

How will the project be maintained? Who will provide oversight to the project?

(100 word limit)

Budget Summary: Provide an overview of how the funds will be used. \*To the benefit of your request, you may also include supporting documents. (Excel documents/Google spreadsheet, etc.)

## **Statement of Understanding of Grant Criteria Prior to Submission**

It is the responsibility of the requesting organization to meet and understand the published criteria and guidelines of the Jane R. Parks Memorial Grant prior to submitting an application. MGNA is under no obligation to consider or respond to requests that do not meet the published criteria. Further, by submitting this application, the requestor is verifying that all information contained is true and accurate.

**Full Name of Person Submitting Application:**

**I agree that I have read and understand the grant criteria and attest that the information in this application is true and accurate.**