



San Diego Floral Association

Gardens, Floral Design, Community since 1907

Mission: To promote the knowledge and appreciation of horticulture and floriculture in the San Diego region.



GARDEN OUTREACH

GRANT APPLICATION

***Cultivating Hearts and Minds, One Garden at a Time*™**

The San Diego Floral Association Garden Outreach Grant Program provides funding to support educational horticulture, agriculture and floriculture programs at non-profit organizations, small farms and community gardens in San Diego County.

The purpose of the grant is to foster education, encouragement and personal development through demonstrations, classes and hands-on experiences, with an emphasis on the environment, sustainability, nutrition and well-being, conservation, creativity, teamwork, socialization and the benefits of being outdoors.

<u>1 Applicant Information</u>	
Name of Organization	
Mailing Address	
Physical Address	
Type of Entity	<input type="checkbox"/> Non-profit organization <input type="checkbox"/> Small farm <input type="checkbox"/> Community garden <input type="checkbox"/> Other, please describe:
EIN (Tax ID Number)	

501(c)(3)?	<input type="checkbox"/> yes If yes, please attach a copy of your IRS Exemption Determination Letter <input type="checkbox"/> no If no, does your organization have another nonprofit or not for profit IRS designation? If so, please list:
Principal Officer/ President	
Contact Information	
Name of person(s) who will be administering grant funds	
Contact Information	
Insurance	Please provide Proof of Insurance (ACORD Certificate of Insurance) for your organization/entity. <input type="checkbox"/> see attached
Webpage URL	
Years in existence	

<p><u>2 Mission Statement</u> Primary purpose of your organization, farm or garden</p>
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3 Property on which your program(s) take place

Please check the box that applies to this project/program:

- We own the property on which this project/program takes place.
- We lease the property on which this project/program takes place, and we have permission from the owner to conduct this project/program on their property.
- We don't own or lease the property, but we have permission from the owner/lease holder to conduct this project/program on their property.

Property Owner(s) name and Mailing Address:	
Property Lease Holder's name and Mailing Address:	

4 Funding and Affiliations

Please list any organizations or entities with which your organization is affiliated.

What is the major funding source for your organization?
(Provide name and amount of funding received for current calendar year. Individual donors do not need to be identified, but rather can be listed in the aggregate as "Private Donations".)

Please list other funding sources and funding amounts received for the current calendar year. (Individual donors do not need to be identified, but rather can be listed in the aggregate as "Private Donations").

What was your organization's annual budget last year?

What is your organization's annual budget this year?

Please attach a copy of your most recent 990 or equivalent budget/expense documents.

see attached

5 Amount Requested

\$

6 Purpose of the Grant

(in a separate document, please provide the following)

- a. Description of your overall educational and/or therapeutic gardening program. Please include: see attached
- How many years it has been in existence
 - What sorts of programs are offered
 - Location(s) where activities take place
 - How often the classes, programs, projects, activities are offered per year
 - Curriculum

- b. Description of the **SPECIFIC** program/project for which funding is requested see attached

Please describe:

- Plans (including pictures or drawings, if appropriate)
- Subject matter and planned activities
- Number and frequency of SDFA funded classes or activities
- What the funds will be used for

- c. Describe the target population at which this project/program is aimed. see attached

- d. If your project or program is using or is based on existing published scientific developmental programs, instruction plans or established curricula (e.g. Junior Master Gardeners “Learn, Grow, Eat, Go!” curriculum, Rutabaga Education Curriculum), please describe how those programs, plans or curricula will be incorporated in your project or program. see attached

- e. Principal people involved in the program – e.g. curriculum/class/activity designers, instructors, advisors see attached

(Provide a brief bio describing their function and experience)

- f. How many people (volunteers, organization members, staff) will be working on this program/project and will be actively involved when it takes place at your location? see attached

- g. Is your organization partnering with another organization or entity for the project/program for which funding is being requested? If so, please list those entities and describe their role(s) in the project or program. see attached

h. Justification for why grant money should be awarded – what makes your program special?	<input type="checkbox"/> see attached
i. Itemization of expenses for which the grant money is being requested (Provide a list of <u>specific</u> items with associated costs)	<input type="checkbox"/> see attached

Additional Requirements and Information

By submitting this Application, Applicants and Recipients agree that they will:

- Arrange a pre-award evaluation by SDFA representatives at your site.
- Arrange for “thank you” letters from participants in the educational garden programs that receive funding from SDFA.
- Allow SDFA representatives and/or media on site to photograph or video garden activities. This includes arranging for permissions (parental or otherwise) to use images from the activities on social media, publications and other promotional materials.
- Recognize and acknowledge SDFA’s Garden Outreach Program’s contribution at their garden site and in other online or printed materials.

The Application Process

- Deadlines and Timing
 - a. Completed Grant Applications and all accompanying documentation must be RECEIVED by the SDFA Grant Committee by July 31.
 - b. Review by SDFA Grant Committee will be completed by August 31.
 - c. Determination by SDFA Grant Committee will be completed by Sept 31.
 - d. Grant award recipients will be notified in October and funds will be awarded at the October SDFA Quarterly Membership Meeting.
- Completed applications and supporting documentation (supporting documentation must be in PDF format) can be emailed to Outreach@sdfloreal.org or mailed to San Diego Floral Association, 1650 El Prado, Room 105, San Diego, CA 92101, attn.: “Garden Outreach Grant Program”.

PRINT THIS PAGE, SIGN AND SEND BACK (EITHER BY EMAIL OR BY MAIL) WITH YOUR APPLICATION AND SUPPORT DATA

All information provided on this application is true and correct.

Print Name: _____

Sign Name: _____ date: _____

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