DELAWARE COUNTY MASTER GARDENER ASSOCIATION

COMMUNITY PARTNERSHIP APPLICATION INSTRUCTIONS

The Delaware County Master Gardener Association [DCMGA] will accept applications to partner with individuals and not-for-profit organizations (schools, community groups, churches, etc.) planning and implementing horticultural projects. Projects could include an educational event, such as a seminar, or a longer-term project, such as building a community garden.

The DCMGA can provide horticultural education, ideas, planning, and financial resources to the community partnership. Should the DCMGA provide financial support, the funds may only be used to purchase supplies, materials, consumable products, and other necessities for the project or to pay for facility rentals and other costs related to the project. The funds may not be used directly or indirectly to benefit the individual or organization in any manner.

The Applicant must:

* agree to an interview by the DCMGA, if the DCMGA determines it necessary
* allow publicity of the completed project, if DCMGA elects to develop such publicity
* submit a detailed budget that includes a list of all expected expenses and all sources and amounts of financial support the project will receive

Following the Project completion, the Applicant must:

* provide a final report within sixty (60) days of project completion. The report must include:
  + A description of the final project outcome, including the number of attendees and any evaluation results
  + A statement regarding whether the projects objectives were attained
  + A financial accounting of all expenses and amount and sources of income
  + Copies of receipts that document how any funds supplied by DCMGA were expended

Application Requirements:

* The Application must be typed.
* The Application and budget are to be emailed to [blevins.256@osu.edu](mailto:kaelber.1@osu.edu) or mailed to:

Delaware County Master Gardener Association

P. O. Box 257

Delaware, Ohio 43015

The DCMGA will notify applicants whether the application was approved or not. Notice will be sent by mail as soon as possible but no later than seventy-five (75) days of receipt of the application.