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## University of Illinois Extension Master Gardener Program

### *Master Gardener Project Mini-Grant Instructions 2017*

#### **What is the purpose of this program?**

The mini grant program is supported by the Master Gardener Silent Auction held at the annual state conference. The purpose is to provide partial funding assistance to local Master Gardener programs in order to start or continue important community projects.

#### **What can be funded?**

These grants are to be used for gardening/horticulture programs which benefit communities and meet the goals of the University of Illinois Extension Master Gardener program. Projects must have an educational focus and should be based on one of the six Extension priorities. These priorities include energy and environmental stewardship; food safety and security; economic development and workforce preparedness; family health, financial security and wellness; and youth development. Preference will be given to programs which make multiple contacts with their audiences – rather than single day events.

**The following items will NOT be funded:** technology, permanent building structures, space rental, honorariums, utilities, mechanically driven equipment and other items as the judging committee deems unacceptable.

Existing projects or new projects will be considered for grant funds. Grant money is not intended to fund an entire project. Consider these funds as a starting point and then seek other sources of funding such as community partners or fundraising activities.

#### **How much money will be available?**

The amount of grant money distributed each year will depend on the previous year's silent auction profits and will be at the discretion of your State MG Advisory Committee. Preference will be given to projects which demonstrate strong educational impact. Maximum award is \$1200. Grant funding available in 2017 is \$3000. Grants are awarded annually. A county may only receive 1 grant per year. Counties may submit more than 1 project.

#### **Who should write the mini-grant proposal?**

The proposal should be written in collaboration with Extension staff and Master Gardener volunteers.

### **How should the application be submitted?**

Please type nomination application (minimum font size - 11; minimum margins -.75). Applications must be submitted electronically as a PDF – no paper copies will be accepted. Upload completed application to Box sub-folder titled [2017 mini grants](#) within the County Unit MG Coordinator files Box folder. Coordinators were previously invited to collaborate in this folder. Please contact state MG coordinator if access is needed. The submission must follow the instructions given.

Project leaders are encouraged to include drawings/and or pictures. The total application should be **no more than 5 pages** and fewer than 10 MB. Applications over the page limit or which do not follow instructions will not be considered.

### **Who decides what projects are funded?**

Your State Master Gardener advisory committee along with the State Master Gardener Coordinator makes the final decision.

### **How will the money be awarded?**

The state Master Gardener office will reimburse unit offices for expenses up to the amount of the mini-grant. Unit offices must provide documentation to the state MG office of expenses incurred.

### **What is the expectation for reporting back to the state office?**

Project leaders will be asked to write a brief summary of the project highlighting goals achieved, evaluation and impact. Summaries will be used to give ideas to other MG programs and shared with stakeholders.

### **What is the time-line for the mini-grants?**

Applications are due on January 31, 2017. Winners will be announced on March 6, 2017. Winners should submit all paperwork and receipts for reimbursement and a brief summary of the project by January 31, 2018.

### ***Questions?***

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