



Grant Applicants

- Applications must be submitted by an Active Master Gardener as defined in the SDSU Extension Master Gardener Program Policy Guide [extension.sdstate.edu/sdsu-extension-master-gardener-program-policy-guide.]
- Applicants must have reported the minimum qualifying volunteer hours and continuing education hours in 2022 (20 volunteer hours and 10 continuing education hours) using the Volunteer Reporting System.
- Interns may not apply for grants but are encouraged to partner with an Active Master Gardener to submit applications.
- 2023 Grant Applications will be considered for Project Grants only.
- Organizations are not eligible to apply for this grant.
- Applications to develop and/or distribute intellectual materials, such as books or pamphlets, will not be considered in 2023.
- Preference will be given to new applicants and projects versus those that have received previous grant funding.
- Grant funds are expected to be used within the same year they are awarded.
- Grant recipients are expected to give a brief grant presentation at the annual SD Master Gardener Update on September 22, 2023, in Spearfish, SD.

Project Grant Evaluation Criteria

- **Educational Component (0-10 points).** Grant applications should describe the educational aspects of the project. Applications should also define the educational methods that will be used in the project, such as labeling, signage, handouts, in-person training, or (most desirable) a combination of the above.
- **Targeted Educational Audience (0-10 points).** The application should specify who will benefit educationally from the project and how many people will be impacted.
- **Cooperative Partnerships (0-10 points).** Strong projects will demonstrate support through cooperative partnerships between Master Gardener volunteers and others such as local governments, schools, clubs, etc.
- **Financial Partnerships (0-5 points).** Financial partnerships with other parties serve to demonstrate broad commitment to the project and ensure that the project has on-going financial resources. Financial partnerships may include monetary support or resource sharing, such as use of property, donations of materials, etc.
- **Project Budget (0-5 points).** The application must describe specifically what the grant funds will be used for and include an itemized budget.
- **Long-term impact (0-5 points).** Projects with an on-going impact versus one-time projects are desired.
- **Master Gardener Recognition (0-5 points).** Applications should include a plan for providing public recognition of the SDMG grant and SD Master Gardeners. This may be in the form of signage at the project site, local media coverage, notation in printed materials, etc.

Grant Payments

- Following university policy, grant payments will be made on a reimbursement basis. Grant recipients must first incur actual expenses and will then submit a Grant Reimbursement form and accompanying receipts to the Advisory Council Financial Liaison for payment. Grant recipients are encouraged to partner with their home clubs for advance funding if needed.

4. What individuals and/or groups will partner with you on the project? How many SDSU Extension Master Gardeners will be involved?

5. What other funding sources (club/local grants, partner contributions, etc.) are available to you? How will you cover on-going costs of this project?

6. Specify how the grant funds will be used and provide a detailed budget. Wherever possible, quotes should be used to provide the best cost estimates. Include plans, diagrams, or any other supporting documentation.

7. Describe any publicity or other form of visibility that may be used to recognize the SDMG grant and South Dakota Master Gardeners.

8. Has this project and/or individual(s) received previous grant funds from the Earl Dailey Memorial Endowment fund?

Yes No If yes, please provide the year and amount. _____

I have read the Project Guidelines and Evaluation Criteria. If selected, I understand that I am expected to provide a written report by September 1 and make a presentation at this year's Annual Update Conference. I am currently an active SDSU Extension Master Gardener.

Signed (or typed online) _____ Date _____