SDSU Extension Master Gardeners Advisory Council
Earl Dailey Memorial Endowment Grant
2026 Project Grant Guidelines & Evaluation Criteria

SOUTH DAKOTA STATE UNIVERSITY EXTENSION

Grant Applicants

- Applications must be submitted by a SD Master Gardener club recognized by SDSU Extension or by an Active Master Gardener as defined in the SDSU Extension Master Gardener Program Volunteer Policy Guide [extension.sdstate.edu/sdsu-extension-master-gardener-program-volunteer-policy-guide]. Clubs applying must designate a lead contact person for the project. The lead contact person must be an Active Master Gardener.

- An Active Master Gardener must have reported a minimum of 20 volunteer hours and 10 continuing education hours in 2025 using the online reporting system. Active status will be verified by SDSU Extension staff.

- Interns are not eligible to apply for grants, but they are encouraged to participate in grant projects.

- Applications to author intellectual materials, such as books or pamphlets, will not be considered.

- 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 South Dakota Master Gardener Conference on October 2, 2026 in Sioux Falls, 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 complete an IRS Form W9 (including SSN or EIN) by May 1, 2026, as this is required by SDSU for payment. Clubs desiring to apply must have their own IRS EIN number. 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. Grants recipients will not receive an IRS Form 1099.

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2026 Project Grant Application

Applications are due by **March 31, 2026**.

Please email applications to: SDSU.sdmg@sdstate.edu

Applicant may provide a separate document answering each question.

Individual Applicant Name or MG Club Applicant Name _____

Project Lead Contact (MG Club Applications only) _____

Address _____

E-mail address _____   Phone Number _____

Project Name _____

Project Location _____

Estimated Full Cost of Project $ _____   Grant Funds Requested $ _____

1. Describe the project.

2. Describe the educational aspects of the project. Define the educational methods that will be used in the project, such as labeling, signage, handouts, in-person training, etc.

3. Specify who will benefit educationally from the project. Provide an estimate of the number of individuals you expect to reach.

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 the ongoing 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 SD Master Gardeners.

8. Has this project and/or applicant received previous Earl Dailey grant funds?

    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 make a presentation at this year's Annual Update Conference. I also understand that I am required to submit an IRS Form W9 to receive payment.

Signed (or typed online) _____ Date _____
Club President must sign if Club is applying.

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