



Oregon State University
Extension Service
Coos County



2022 SCHOOL GARDEN GRANT APPLICATION

Coos County Master Gardener Association
School Garden Grant Program

Who should apply: Schools throughout Coos County are eligible, including public, private, charter and alternative schools. Applicants must begin their garden project by the end of the award year; 2022. Projects are not limited to an outside physical garden. Verification of project will be required. To learn more, go to our website: <https://extension.oregonstate.edu/coos/>

Amount available: A total amount of \$4000 in grants funds are available and will be distributed amongst qualified applicants. Grants do not usually exceed \$1000.

What the grant includes:

- A check in the amount awarded to be administered by school fiscal officer.
- Optional resources from the OSU Extension and Master Gardeners including potential educational curriculum and age appropriate material for your project.
- Ongoing gardening consultation from Coos County Master Gardener Association (CCMGA) volunteer.

Grant preparation: Applicants should demonstrate a plan that emphasizes children/youth learning and participation on a garden project. Please describe your project, where will it be located and how are you going to achieve your goals. **Please read through the entire application before you begin. This will help you avoid duplication of information and allow you to make the best use of the available space.**

Submission process:

- Applications must be postmarked or received via email no later than **March 31, 2022**.
- Incomplete applications will not be considered. Submitted materials cannot be returned.

Notification: CCMGA will email notification letters regarding grant status by **April 30, 2022**.

Grant fulfillment: Grant funds must be expended and garden project established by **December 31, 2022**. If awardees do not launch their garden project or fail to utilize grant funds, any unused portion must be returned to the Coos County Master Gardener Association. We request grant awardees to submit a year-end report by **February 28, 2023**, including photos and copies of receipts for grant expenditures. The year-end report can be brief, but should summarize grant activities and implementation of the gardening project as described in the original application.

INSTRUCTIONS:

- Please use a 12-point Arial font.
- Please include a letter of support on official letterhead from the program administrator, principal, or director.
- Please be sure to include your supporting materials listed on the application.

The CCMGA would be glad to provide assistance and technical advice for completing the grant application process. Please contact Samantha Clayburn, OSU Master Gardener Coordinator, at samantha.clayburn@oregonstate.edu or 541-572-5263 ext 25299.

SUPPORTING INFORMATION

Please use a separate sheet of paper for each items (A-D) below. Be sure to include all pages with your completed application form.

A. Project Overview

Please describe your planned or established garden project. Be sure to address **each** of these points:

- What is your project?
- Where will your project be located?
- What are the goals for your project?
- How will you achieve your goals?

B. Proposed Project Budget

Funds will be provided only for the purchase of garden related materials. A proposed project budget should show equipment and supplies needed and their expected costs. Allowable costs may include, but are not limited to: construction supplies, gardening tools, planters, irrigation, seeds, plants and soil amendments.

C. Supporting Photos

Please arrange and attach a few photos that will help us to better understand your program, participants and gardening project. Captions are helpful.

D. Garden Map

Draw a map of your garden site/project that includes:

- Location and dimensions of gardens and/or raised beds.
- Location of walkways, roads, buildings, garden structures, and natural features. (*Wide-angle aerial maps and photos do not qualify as garden maps.*)
- If you are submitting an application for an indoor classroom garden project, draw a diagram of your classroom and show the space allocated for gardening indoors including dimensions, window locations and relationship to the sun.

PLEASE SEND DIGITAL SUBMISSIONS TO:

Samantha Clayburn samantha.clayburn@oregonstate.edu OR Physical copies can be sent to: OSU Extension, 631 Alder St, Myrtle Point OR 97458

SCHOOL INFORMATION

Contact Person (one only) Name _____ Title _____
(This person will receive a reminder to complete the year-end report.)

School _____

Administrator _____

School
Address _____

City _____ State _____ Zip _____

School Phone _____ Primary Contact Phone _____

Contact Person E-mail _____

School Web site _____

Administration E-mail _____



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SCHOOL GARDEN GRANT YEAR-END REPORT

Due Date: February 28, 2023, please return to: CCMGA School Garden Grant Committee, Samantha Clayburn c/o OSU Extension, 631 Alder St, Myrtle Point, OR 97458. **DIGITAL SUBMISSIONS:**

samantha.clayburn@oregonstate.edu

Garden Project Contact:

School:

Phone:

School Address:

City:

State:

Zip:

Please complete the following report in compliance with your 2022 Master Gardener School Grant award.

Amount of grant award:

Specifically, how was the grant money spent? List the major items purchased and the amounts spent. Please include receipt copies.

Number of students participating in the project _____

Number of school faculty participating _____

Number of community volunteers participating _____

Tell a story that demonstrates the success of the program or project, emphasizing individual, educational and social impact. Please include pictures. (If actual names are provided in the story, be sure to have written permission to use them.). In the space below or on a separate sheet: Briefly list 3 to 5 benefits that your students received from this grant.

What are the future plans for this project?

Would you like to be notified of the CCMGA 2023 School Grant?