

## **DESCRIBE THIS PROJECT**

Attach a letter, no longer than two pages, that describes:

- > Your organization's mission and services. (What do you do?);
- > The community (geographic & demographic) to be served;
- > The specific actions you will take to complete your project, over what specific time, to cause what effect;
- > The importance of the PHGSC contribution to the projects completion
- > The contributions expected from other organizations contributing to this project.

## **PHGSC CRITERIA**

- > The PHGSC offers community grants to foster tangible garden related projects with results that can be appreciated by anyone living in or visiting the community centered in and around Pleasant Hill California.
- > Funds must facilitate the purchase of materials and/or equipment needed for garden or sustainable landscaping projects.
- > None of the grant money may be applied to operating expenses, existing obligations, deficits, or retroactive funding.
- > Grants are usually \$500 or less, but may be more if the PHGSC Board and members deem the project worthy of a greater contribution.
- > Money granted must be spent by the applicant prior to April 30<sup>th</sup> of the fiscal year (July 1 – June 30) in which the funds were granted.
- > Grant recipients must submit a report to the PHGSC Board describing the use of the grant and its role in completing the funded project.
- > Previous grant recipients may not request another grant until all criteria are met.
- > Attach a copy of your 501 (C)(3) nonprofit status letter if not a school, municipality or park district.
- > Contributions will not be made to groups that discriminate based on race, ethnicity, religious, sexual orientation or other factors.

## **PROCESS**

- > The grant application may be submitted to the PHGSC Board through a PHGSC member.
- > Request of \$500 or less will be decided by Board action.
- > The Board will consider larger requests as such time as it prepares its next year's budget, usually in June. If the Board approves the request it will be sent to the general membership at its August meeting for approval.
- > The requesting agency will be notified in writing of the member's decision.

## **CONTACT**

any officer of the Pleasant Hill Garden Study Club Board, or  
Richard Ingalls, President, PHGSC at [reingalls123@yahoo.com](mailto:reingalls123@yahoo.com) (925) 876-9363