

**OUTAGAMIE CO. MASTER GARDENER VOLUNTEER**

**GRANT REQUEST**

The purpose of this grant is to assist funding of a project; check one.

MGV sanctioned project

Community project

This grant is intended to support and promote horticulture and community projects.

Applicant \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Projected start date \_\_\_\_\_

Completion date \_\_\_\_\_

Expense Estimate \_\_\_\_\_

Project Name \_\_\_\_\_

Describe the project and purpose for which this grant will be used.

Describe who will benefit and how the project impacts the community.

Outline the plan and timeline for this project. Include MGV team member(s) if needed.

Itemize the project expenses with receipts.

The applicant is requesting reimbursement of incurred expenses, not exceeding, the project's estimated amount of \$ \_\_\_\_\_. This amount will be reimbursed upon completion of the project and the documentation receipts.

When any project's duration is greater than 1 month, reimbursement will be made on a monthly basis. Accompanying receipts of expenses are required.

Upon completion of the project, the grantee is requested to give a presentation at an MGV meeting, and provide a short article with one or two photographs for the website.

Name \_\_\_\_\_ Date \_\_\_\_\_

Application is to be completed and returned to the UW Extension Office at 3365 W. Brewster Street, Appleton, WI 54914. It will be reviewed by the Executive Board within one month of date received, and applicants will be notified. For the remainder of the year grant applications received will be reviewed and approved according to merit and fund availability.

Executive Board approved: \_\_\_\_\_ Date: \_\_\_\_\_

**Revised:** September 21, 2010