

The Garden Club of Danville
APPLICATION FOR SPECIAL PROJECTS AWARD

Use the back of this page, or additional pages, if needed for any answer

Name of Garden Club of Danville member who is **sponsoring** this application:

_____ (print name)

Phone _____ Email _____

Applicant:

Non-profit organization: _____

Attach proof of organization's non-profit status

School/School Club/School District: _____

Name of contact person: _____

Title of contact person: _____

Phone _____ Email _____

Additional participating organization(s), if applicable: (use back of page, If necessary)

Name of Organization _____

Name of contact person _____

Title of contact person: _____

Phone _____ Email _____

1. Title of Project: _____

2. Assistance category:

Funds Amount requested: \$ _____ to be awarded in calendar year: _____
and/or

Assistance from Garden Club of Danville Members (mark all that apply):

Initial design consultation Physical planting of garden

Renovation of existing garden Maintenance instruction

Short-term maintenance assistance (specify duration): _____

Other (describe) _____

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3. State the project goal:

4. Describe the project location & physical size (square feet, acres, etc.):

5. Describe project activities, construction, installation/plantings, etc. (i.e., how will the funds be utilized?):

6. Describe population served and impact on this population:

7. Indicate the project purpose (mark all that apply): Historic preservation
 Education Civic Beautification Other (specify) _____

8. If applicable, describe any additional resources (funds, labor, etc.) that will be contributed to the project: Not Applicable, or use space below

9. Describe how the project will be self-sustaining once implemented

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10. **Non-profits:** Attach written approval from your organization's Board of Trustees or Board of Directors for the project.

Teachers/School Club Advisors: Attach written approval from your school Principal.

School Districts: Attach written approval from your District Superintendent.

11. Attach:

- a) the budget for the project. (Highlight the portion of the budget to which requested funds will apply.)
- b) the project timeline.
- c) any dates/time parameters for Garden Club of Danville member involvement.
- d) the deadline for receipt of funds requested from the Garden Club of Danville.

12. Signatures of Garden Club of Danville members who support this project.

Minimum number of signatures required: 3.

Sponsoring member: By my signature, I agree to act as liaison between this project applicant and the Garden Club of Danville. Responsibilities include, but are not limited to: assuring that this application is completed in full, including all supporting documentation; assisting the Special Projects Committee in obtaining clarification of information included on this application in a timely manner; obtaining the mid-term Progress Report (detailed in Item 13) and submitting it to the Special Projects Committee; or obtaining a final report (detailed in Item 13) and submitting it to the Special Projects Committee within 30 days of completion of the project; monitoring any areas of concern expressed by the Special Projects Committee for the duration of the project, and reporting to the Special Projects Committee on those concerns in a timely manner.

_____ (date)
Signature of **Sponsoring Member** of the Garden Club of Danville

Additional members of the Garden Club or Danville supporting this application:

_____ (signature) _____ (date)

_____ (print name)

_____ (signature) _____ (date)

_____ (print name)

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13. Upon receipt of funding, the recipient agrees to the following:
- a) Provide a written status report half-way through project with expenditure documentation;
 - b) Submit final report within 30 days of completion of the project end date with expenditure documentation to include photos of project's start, progress, and completion;
 - c) Coordinate publicity with GCD, including, but not limited to, mention of The Garden Club of Danville as a financial/practical sponsor in all publicity for the project;
 - d) Use the provided funds only in the manner specified in this application, with any additional restrictions placed by the Garden Club of Danville Special Projects Committee at the time of approval.
14. If the applicant fails to comply with the requirements in Item 13, the applicant agrees to return the funds in full to the Garden Club of Danville within 60 days of notice. Appeal of such notice should be made by the **sponsoring member** to the Special Projects Committee.
15. By my signature, I affirm that all statements made in this application and all attached documents are true and correct. Additionally, on behalf of the named applicant, I accept the terms for receipt of funds from the Garden Club of Danville and return of funds to the Garden Club of Danville, if required.

Applicant signature

Date