

*Bloomington Garden Club*

**Application for Philanthropic Support: Cover Sheet** (page one)

Date of Application \_\_\_\_\_

Title of the Project \_\_\_\_\_

Location of the Project \_\_\_\_\_

Amount of Support Sought from BGC \_\_\_\_\_

Name of Organization \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_

Website Address/email \_\_\_\_\_

Name of Director of Organization \_\_\_\_\_

Email \_\_\_\_\_

Telephone \_\_\_\_\_

Person Authorizing Application (if different from information above)

Name \_\_\_\_\_

Email \_\_\_\_\_

Telephone \_\_\_\_\_

Contact Person's Name \_\_\_\_\_

Contact Person's Title \_\_\_\_\_

Email \_\_\_\_\_

Telephone \_\_\_\_\_

**Note:** This cover sheet information must be accompanied with a detailed description of the project as prompted in the Guidelines of this grant application. Add additional pages as necessary.

## *Bloomington Garden Club*

### **Application for Philanthropic Support: *Guidelines* (page two)**

The purpose of the Bloomington Garden Club is to stimulate the knowledge and love of gardening; to aid in the protection of native trees, plants and birds; and to encourage civic planting and beautification. The BGC especially supports youth gardening as a way to encourage children to develop a love of the land and horticulture as well as be good stewards of the planet for future generations.

If your proposed project falls within the stated purposes above, please include the following information in your application:

- A general description of the project
- The goals of the project
- Visual materials illustrating the project, if available and applicable
- Project timeline
- Detailed budget for the project, including all anticipated expenses and revenue
- Your plan for evaluation
- Your plan for acknowledging Bloomington Garden Club's role in the project

The fiscal grant deadline for application is September 1st of each calendar year. However, grant proposals may be submitted at any time. You may be contacted by a BGC member to discuss your project in more detail. Grant fund decisions will be announced on or before September 30.

#### ***Submit your completed application to:***

Olivia Dorfman

email: olivia.dorfma@gmail.com

#### **Criteria and Procedures:**

- Support will be limited to nonprofit organizations.
- All funded projects must clearly relate to the mission of the BGC.
- All projects must demonstrate a benefit to the community.
- BGC will notify the organization in writing if they have been awarded a grant.
- A BGC member will monitor the project from implementation through completion.
- Grant payments to the organization will be made upon receipt of paid invoices/statements to the Bloomington Garden Club Treasurer in accordance with the terms of the award.
- Documentation must be received by June 30th of the fiscal year in which the grant was awarded.
- Any unused money will be returned to the BGC grant fund.
- An organization may apply for only one grant each year, but may reapply in succeeding years.