



THE FFGC MATCHING GRANTS PROGRAM & APPLICATION

Florida Federation of Garden Clubs, Inc. is pleased to offer **matching grants up to \$500** to any Florida federated garden clubs and circles in good standing. The focus and objectives outlined below define projects/activities that may qualify to receive **matching funds**. Projects/activities may be new or ongoing.

The mission statement for FFGC states *“The Florida Federation of Garden Clubs, Inc promotes the love of gardening, floral and landscape design, and civic and environmental responsibility, by providing education, resources and networking opportunities for our members, youth and community.”*

ELIGIBLE PROJECTS INCLUDE:

- Any activity (workshop, program, or other educational event) aimed at increasing membership by welcoming interested individuals to your Club/Circle.
- An activity to beautify your community, such as park plantings, school gardens, a divided road median or roadside beautification.
- Any activity to increase awareness of our organization’s mission, goals, and objectives.

GRANT AMOUNT: Up to \$500 may be requested for direct expenses of the grant project.

WHO MAY APPLY: Individual garden clubs in good standing with the Florida Federation of Garden Clubs, Inc.

HOW TO APPLY: Application is limited to two (2) pages

Page 1: Application Form

Page 2: Budget

Page 3: is **only** allowed if the description of project requires an additional page

Send completed application form by e-mail with “MATCHING GRANT” in the subject line to: Helen Purvis, FFGC Matching Grant Chair: jpurvis77@comcast.net

If by mail, the complete address is on the application.

DEADLINE: January 15 **annually**

- Funds will be awarded at our annual state convention. Grant funds must be expended by December 31 of the year awarded. There will be a \$5,000 cap placed on grants awarded annually.
- Projects must be completed by December 31 of the year of the award with a **final report and photographs due no later than January of the following year.**

JUDGING CRITERIA:

In evaluating Matching Grant applications, judging will be based on the following:

Description of project (Scope, Benefits, Impact)	20 points
Project’s merit (Usefulness and/or need)	20 points
How this project fits/fills the aims and objectives of FFGC/NGC.....	20 points
Benefits and visibility in the community	20 points
Itemized Budget	<u>20 points</u>
TOTAL	100 POINTS

***NOTE:** Be sure to describe how your project meets the criteria for Matching Grants and be sure that you have read the judging criteria and have filled in all that is required.*

FUNDING WILL NOT BE PROVIDED FOR THE FOLLOWING:

- Projects in which club does not participate in some aspect
- Purchase of markers or other dedicated markers
- Flower Shows
- Scouting Projects
- Salaries or personal benefits
- Political action programs
- Capital Drives/building funds
- Scholarships or endowments
- Private gardens/landscapes
- Lawsuits/litigation
- Overhead costs, including labor
- Matching Grants does not reimburse clubs for fees incurred in completed project

FINAL REPORT: Due to FFGC-Matching Grants-**Finance Committee** through mail or email **no later than January 31** of the year following awarding of Grant. May be sent as soon as project is completed if sooner than date above.

SEND THE FOLLOWING:

- a short one-to-two-page report describing project, including photographs
- a copy of the final financial report, including ALL income and expenses
- a copy of any publicity and please indicate if you are giving permission for this project/photos to be used by FFGC in print, on the website or on social media

FFGC MATCHING GRANTS BUDGETING GUIDELINES

INCOME

FFGC Matching Grant funds

Club's matching donation

Approximate value of donated labor/services

Approximate value of donated supplies/products

Donations from other sources/organizations (Specify)

Other income generated for this project (Specify)

EXPENSES

Supplies/delivery fees

Other purchases for project

Printing

Other expenditures (specify and list separately)

NOTE: TOTALS FOR INCOME AND EXPENDITURES MUST BE EQUAL.

FFGC MATCHING GRANT APPLICATION

Garden Club or Circle Name: _____ # of Members _____

City: _____ Project Name: _____

Description of Project: _____

Expected Completion Date: _____ Amount Requested (up to \$500): _____

Source and Amount Funds provided by the club: _____

As this is a matching grant, please attach a copy of the project budget.

List the items or services that will be paid for by these funds (shown also in budget).

Please submit the application by **January 15** to:

FFGC Matching Grants Chairman, Helen Purvis

Email: jpurvis77@comcast.net

Address (if mailed): 2111 Olivia Drive, Tallahassee FL 32308-6164

Home Phone: 850-251-7171

Cell Phone: 850-878-6891