

The Garden Club of Palo Alto Charitable Trust Application for Project Funding 2018-2019

Completed applications are due by February 6, 2018

Only original signed hard copies of applications are acceptable for consideration.

Additional pages may be used to complete the application.

Mail or deliver completed application to:

Mary Hughes, 1952 Waverley Street, Palo Alto, CA 94301

Background

The purpose of the trust is to receive and maintain a fund or funds and to apply the income and principal exclusively for charitable and educational purposes, either directly or by contributions to organizations duly authorized to carry on charitable or educational activities – such activities limited to the following: gardening, nature study and horticulture, conservation of natural resources, and beautification of public areas.

Guidelines & Timeline

An application for funds is to be submitted by two Garden Club members (one of whom must be an Active member) by February 6, 2018. One of the sponsoring members must be active in the community organization and be well informed about the project requesting funding.

These two members act as liaison between the organization and the Garden Club. If the project is funded, these two members are to monitor the project and report to the Project Funding Chairwoman on its completion no later than 18 months from the grant date.

Prospective grantees must be registered 501(c)3 organizations.

Applications from organizations that received a grant in the previous round of funding, 2017, must submit a final report on the use of those funds along with the application for new funding.

The Project Funding Committee shall meet prior to the February Board meeting to review and research the requests for funding and will present its report to the Board at the February Board meeting. Projects that are recommended by the Board will be presented at the March membership meeting and appear in the April bulletin.

The membership will vote on the recommended projects by written ballot at the April meeting. The Project Funding Chairwoman will promptly notify sponsoring members and the community organizations of the status of their requests and arrange payment of the grants within 30 days of the membership vote.

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Garden Club Sponsor Member #1	Phone
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Garden Club Sponsor Member #2	Phone
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Name & Address of Organization

Person Responsible for the Project	Title	Phone
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Organization Annual Budget	Endowment Fund/s Total
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Project Name	Project Budget	\$ Requested
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A) Project Description:

B) Project: New _____ or ongoing _____

C) Names of Board Members

D) Budget: List all detailed expenses for this project and indicate high priority items, should only partial funding be available

E) Itemize all funding sources and contributions for this project

F) Dates on which project is expected to commence and to be completed

G) Has your organization previously applied for funds from the GCPA? _____
If yes, please list projects, years, and amount of grants.

H) Describe how this project coincides with the Garden Club's mission statement

I) Who is responsible for maintaining and monitoring this project?

J) Please attach the IRS determination letter indicating the organization's 501 (c)3 status.