

Policy and Procedure

POLICY NUMBER **0.00**

POLICY NAME **SCHOOL GARDEN GRANTS**

DATE OF ORIGIN

LAST REVIEW DATE

1.0 POLICY STATEMENT

1.1 To help fulfill the mission of JCMGA, grants will be awarded throughout Jackson County to K-12 schools where an individual or group within a school wants to offer gardening education and horticultural learning opportunities for students.

2.0 OPERATIONAL PROCEDURE

2.1 JCMGA budget may include funding for activities directly involving students and their hands-on interaction with soil, seeds, plants, small gardening tools, and activities that connect students directly with the process of growing plants. JCMGA funding is not intended for major construction projects (e.g., the building of greenhouses), or for purchasing large equipment (e.g., rototillers). Evaluation criteria:

- Project meets the direct “hands-on” intent of JCMGA funding
- First time request, or continuation of a larger or expanded project
- Number of students benefitting from the project
- Likelihood of success; ability to complete project within funding requested
- Qualifications and commitment of school garden project key individual
- For larger projects, the availability and/or use of other resources (e.g., parent-teacher organizations, businesses, older students)

2.2 Applications for school garden grants will be made available beginning in June for projects planned for the following school year. The deadline for returned/completed applications is mid-October of the same year. Acceptance notifications with accompanying funding are typically distributed by mid-November. Applications request a brief description, accompanied by an estimated cost breakdown of the proposed project.

2.3 A Master Gardener will be assigned as a school contact for questions arising during the application review process and for project follow-up. Project completion pictures are encouraged to be submitted by the school or taken by the Master Gardener contact.

2.4 Grants usually range between \$100 to \$300.

2.5 A committee of (3-7 MG's) review applications and select award recipients. Funds are approved by the Board and checks delivered in November by the committee representative who will be the JCMGA contact for duration of the project.