



Marion County Master Gardener Association

Grant Request Application Procedures

Due by March 1,

Awards announced by April 1

*Send to MCMGA President, c/o Steve Mayer,
Purdue Extension-Marion County Suite, 201 Discovery Hall, Indiana State Fairgrounds,
1202 E 38th St., Indianapolis, IN 46205*

1. Cover Sheet, including:
 - Organization benefiting (not-for-profit organizations only please)
 - Name, location & brief history of project
 - Applicant/contact person (name, address, telephone, e-mail)
 - Amount requested
 - New or existing project
 - Prior Marion County MGA funding

2. Test of proposal, not to exceed 2 pages:
 - Summary of project (50 words)
 - Clear, concise description of project, including:
 - How the project furthers the MCMGA mission
 - Why is the project needed?
 - Objectives to be achieved
 - Detailed list of plants, seeds & materials needed (itemization of fund use, drawings/graphs may be included)
 - List names of Master Gardeners and/or Extension Staff working on this project & others benefiting
 - Anticipated starting and completion Date of project
 - Additional donors to your project

3. Budget sheet, including:
 - Materials, labor and program costs
 - Sources and amounts of any funds already raised
 - Total cost of project

4. Project summary and comments on the program expected by September 1 (may include photos)