

**PISCATAQUA GARDEN CLUB  
COMMUNITY GRANTS PROGRAM**

**GUIDELINES**

**PURPOSE**

The Piscataqua Garden Club (PGC) makes grants to non-profit organizations for projects in southeastern Maine and New Hampshire which:

1. Enhance and conserve the natural environment of the area
2. Improve the landscape and built environment of our communities, both historic and new, through education and action.

**APPLICATION AND AWARD PROCESS**

\* When grant funds are available, PGC will request proposals in the spring of the year. These are small grants usually ranging from \$500-\$3000.

\* Application forms are available online at <https://piscataquagardenclub.org>, upon request from a club member, or via U.S. Mail from the Grants and Scholarships Chair using the address below.

\* Completed applications must be returned **by August 1** to:

PGC Grants and Scholarships Chair  
P.O. Box 363  
York Harbor, ME 03911

\* In August, the Grants and Scholarships Committee will consider the proposals and make grant recommendations.

\* In early September, the committee will present the recommended proposals to the PGC Board for discussion and endorsement.

\* In mid-September, the proposals are brought to the Annual Meeting of the full membership for final approval, after which all applicants will be notified.

\* Grants are normally made on a one-time basis and for projects that will have some lasting significance.

\* During the following year, grant recipients will be asked to report to the club on their completed project. Reporting possibilities may include a written report, a photo display, or a presentation at a club meeting.

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**APPLICATION FORM**

*Completed applications must be returned **by August 1** to:*

PGC Grants and Scholarships Chair  
P.O. Box 363  
York Harbor, ME 03911

*Please type, or print clearly, all information requested.*

**Date of application:**

**Name of organization:**

**Address:**

**Tel. #:**

**Website:**

**President/Executive Director:**

**Address:**

**Tel. #:**

**Proposal Contact Name and Title:**

**Address:**

**Tel. #:**

**Amount of money requested:**

**IRS Determination Ruling Date:**

**Federal Tax ID #:**

**Brief summary of the proposal:**

**REQUIRED ATTACHMENTS CHECKLIST**

- Evidence of nonprofit status (IRS letter)
- Financial statement of your organization
- List of current board members of your organization
- Detailed project budget
- Copies of any approvals or agreements needed from the town or state for installation or maintenance.
- Any appropriate plans, drawings, or photographs

## PGC Grant Application Form

*On separate sheets of paper, please compose clear, thorough descriptions for the items below and attach supporting documents as requested.*

### 1. YOUR ORGANIZATION

Describe your organization's purpose, programs, geographic area served, year founded, number of members/volunteers and number of paid staff.

Please attach:

- a) a copy of the organization's IRS Tax Exempt Ruling Letter, verifying that the organization has 501c(3) non-profit status.
- b) a financial statement for your organization
- c) brief information on your current board members

### 2. PROJECT SCOPE

Describe your proposed project, its location, public accessibility, duration, and the funding it will require. PGC does not fund employee salaries or expenses for maintenance. Please attach a detailed project budget

### 3. OBJECTIVES

Describe the project's objectives, and how they relate to your organization's mission and to the needs of the area.

### 4. METHODOLOGY

Describe how the project will be accomplished, who will be involved, who will staff and manage it, and what the timetable is for completion.

Please attach:

- a) copies of any approvals or agreements needed from the town or state for installation or maintenance
- b) any appropriate plans, drawings, or photographs

### 5. COLLABORATION

With what other organizations are you working, if any, and what roles are they playing?  
Financial? Staffing?

### 6. PROJECT SUSTAINABILITY

What provisions do you have (e.g., financial, staff/volunteer) for maintaining or continuing the project?

### 7. FUNDING

If it is not possible for the Piscataqua Garden Club to fund the entire amount requested, are there some components of the project that could be usefully accomplished for smaller amounts of money?

