

The Garden Club of Palo Alto Charitable Trust Application

Guidelines for Project Funding 2023-2024

Completed applications are due by February 4, 2024, 12 noon

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

A duplicate electronic application in .pdf format is required at the same time.

Mail or deliver completed paper applications to the Project Funding Chair:

Mary Jo Levy, 2421 South Court St., Palo Alto, CA 94301

Send electronic files to <mjlevy612@gmail.com>

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 may be submitted by two Garden Club members (one of whom must be an Active member). One of the sponsoring members must be active in the community organization and well informed about the project for which funding is funded. Neither may be on the Project Funding Committee.

These two members act as sponsors and liaisons between the local non-profit organization and the Garden Club. If the project is funded, the sponsors are responsible for monitoring the project and assisting in the submission of progress and final reports to the Project Funding Chair, who should be contacted as needed for report templates. All approved projects must be completed within 18 months, i.e. November of the year following the grant award.

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

An application from an organization that received a grant in the previous round of funding, i.e. Spring 2023, must include with their 2024 application for new funding a progress or final report on its use of previously awarded funds.

The Project Funding Committee shall meet in February to review and evaluate the applications for funding and to present its recommendations at the Garden Club's February, 2024, Board meeting. Projects which are approved by the Board will be presented at the March membership meeting and discussed in the April newsletter.

The Active Garden Club membership will vote on the recommended projects by written ballot at the April membership meeting. The Project Funding Chair will notify sponsoring members and the community organizations of the status of their applications and arrange for the award of 2024 grants within 30 days of the membership vote.