

The Garden Club of Palo Alto Charitable Trust

Application Guidelines for Project Funding

Only signed paper copies of the application will be accepted. Mail or deliver the completed, signed application to the Project Funding Chair. Contact details can be found in the current Membership Directory. You must also email a PDF of the signed application to projectfunding@gardenclubofpaloalto.org.

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 sought. 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 must include with their new application for 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 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 grants within 30 days of the membership vote.