

# Cape Fear Garden Club, Inc. Wilmington NC

## Guidelines for Grant Application

The following guidelines, including terms and conditions, are to help you prepare your grant application. Application must be submitted during the time period listed on the application form in order to be accepted for consideration. This guideline form must be signed and submitted along with a completed application. Any application postmarked before or after the grant period will be rejected.

In order to be eligible for consideration for a grant, your request must meet the following criteria:

1. Your project must be readily accessible and within New Hanover County.
2. All monies from the grant must be used for the following:
  - a. Plant Material
  - b. Garden Preparation and/or Restoration
  - c. Watering Systems
  - d. Landscape Enhancement
  - e. Education or Conservation projects
3. All applicants must submit the following:
  - a. Landscape Plan (sketch or outline)
  - b. Plan for maintenance, upkeep, and **sustainability**
  - c. Project timeline (maximum allowed is 12 months)
  - d. Itemized project cost and total cost
  - e. Pictures of project before work
  - f. A signed Grant Compliance Form
4. All required information must be submitted with the application. Any application missing information will not be considered.
5. After submission, all inquiries regarding this grant application must be in writing to the same address the grant application was submitted.
6. Grants are awarded in October. All grant submissions will be notified in writing as to the status of their application no later than October 15. Disbursement of grant awards will be the 4<sup>th</sup> Tuesday in October at the Cape Fear Garden Club's regular meeting.
7. At the completion of your project, Cape Fear Garden Club will install a plaque acknowledging the support provided.
8. No grant funds will be awarded to cover administrative costs of any project.

For over 50 years, the Cape Fear Garden Club, Inc. has awarded the profits from the annual Cape Fear Garden Club Azalea Garden Tour<sup>®</sup> as grants to help beautify and conserve the New Hanover County community. We receive many requests to fund projects each year and attempt to fund as many worthy projects as possible, based solely on the applicants project. We appreciate your interest in our grant making program. Good Luck!

To find out more about the Cape Fear Garden Club, Inc., please visit our website at  
**CapeFearGardenClub.org**

I have read and understand the guidelines for submitting a grant application to the Cape Fear Garden Club, Inc.

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Signature

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Date

**Cape Fear Garden Club, Inc.**  
**Grant Compliance Form**

Each grant applicant must complete and sign this form and submit this with the grant application.

Organization Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Federal Tax ID number **(REQUIRED)**: \_\_\_\_\_

**Grant Terms and Conditions**

- Grantee agrees to notify the Cape Fear Garden Club, Inc. (CFGC) of any change in status or ability to execute the grant and use the grants funds for the stated purpose of the grant.
- Grantee will utilize funding only for the purposes detailed in the application and/or in the grant award notification letter.
- Grantee certifies that this grant does not represent payment of a pledge or other personal financial obligation on behalf of any applicant, family member or business they control and there is no conflict of interest with this application and the CFGC or any member of the CFGC.
- Grantee certifies that no tangible benefit, goods, or services were or will be received by any individual or entity, including CFGC or any member of CFGC, connected with this application in exchange for this grant.
- Grantee certifies that their organization is EEOC (Equal Employment Opportunity Commission) compliant.
- Any unused portion of the grant funding must be returned to the CFGC upon completion of the grant term. (Unless otherwise stated, the grant term is one year following the date of the grant.)
- Grantees are expected to acknowledge support from the CFGC in all publicity, exhibitions or publications regarding this grant.
- This **Grant Compliance Form** must be signed and included with the grant application.
- Grantee will promptly provide such additional information, reports, or documents as CFGC may request. CFGC reserves the right to inspect all projects at any time during the grant cycle.
- CFGC reserves the right to terminate this grant should the Grantee fail to comply with the terms and conditions of this agreement. Upon termination, all unused funds will be returned.

**I understand that, by accepting the CFGC's Grant check, I am agreeing to the foregoing Grant Terms and Conditions and hereby certify my authority to make such acceptance and agreement on the Grantee's behalf. I have also provided my organization's correct Federal Tax ID number above.**

**Signature:** \_\_\_\_\_ **Title:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

# Cape Fear Garden Club, Inc.

Wilmington, North Carolina

CapeFearGardenClub.org

## GRANT APPLICATION

### 2012 Azalea Garden Tour Funds Disbursement Committee

Organization \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Contact Person \_\_\_\_\_ Phone \_\_\_\_\_

Amount Requested \_\_\_\_\_

Briefly describe your project: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Attach the following:

- \_\_\_\_\_ Landscape plan
- \_\_\_\_\_ Plan for maintenance and upkeep
- \_\_\_\_\_ Project timeline
- \_\_\_\_\_ Itemized project cost and total cost
- \_\_\_\_\_ Pictures of project before work
- \_\_\_\_\_ Signed Guidelines and Grant Compliance Forms

Have you previously received funds from Cape Fear Garden Club? \_\_\_\_\_

If yes, when? \_\_\_\_\_ How much? \_\_\_\_\_

**GRANT APPLICATIONS MUST BE POSTMARKED BETWEEN: May 1 and June 15**

**DO NOT use certified mail – use only postal or Priority Mail**

**Mail to: Gayle Ward, Chairperson**

**5500 Woodland Trace**

**Wilmington, NC 28409-5212**

**For Committee Use Only:**

Visited by \_\_\_\_\_ Date \_\_\_\_\_

Reviewed by Committee \_\_\_\_\_ Presented to Board \_\_\_\_\_

Presented to General Membership \_\_\_\_\_ Check Presented \_\_\_\_\_

Amount \_\_\_\_\_ Follow Up \_\_\_\_\_