

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. The application must be submitted during the time period listed on the application form in order to be accepted for consideration: May 1 thru June 15. 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. Applicant must be a charitable, non-profit organization as defined under Section 170 of the Internal Revenue Code.
2. Your project must be readily accessible and within New Hanover County.
3. All monies from the grant must be applied toward costs of materials for plantings, soil additions or enhancements, and irrigation systems.
Grant monies may not be used for labor costs, individual tools, delivery costs, buildings, other hardscapes, or administrative/overhead costs.
4. **Applicants must submit the following:**
 - a. **Landscape Plan (sketch or outline).**
 - b. **Plan for maintenance, how you will provide water for plants, upkeep, and sustainability.**
 - c. **Approval of the plan by all parties who would be required to authorize the project, including property owners as necessary.**
 - d. **Project timeline (maximum allowed is 12 months).**
 - e. **Itemized project cost and total cost.**
 - f. **Pictures of project before work.**
 - g. **A signed Grant Compliance Form.**
 - h. **A current W-9 (we cannot consider a grant without this).**
5. All required information must be submitted with the application. Any application missing information will not be considered.
6. After submission, all inquiries regarding this grant application must be submitted in writing to the same address as the original grant application.
7. Grants are awarded in October. All grant submitters will be notified in writing as to the status of their application no later than October 15. Disbursement of grant awards will be the 4th Tuesday in October at the Cape Fear Garden Club's regular meeting.
8. At the completion of your project, Cape Fear Garden Club will install a plaque acknowledging the support provided.

For over 50 years, the Cape Fear Garden Club, Inc. has awarded the profits from the annual Cape Fear Garden Club Azalea Garden Tour© 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 applicant's 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.

Signature _____ Date _____

- Any application not approved will **NOT** be held over for the following year.
You must reapply for subsequent years.

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 to use the grant's 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.

Signature: _____ **Title:** _____

Print Name: _____ **Date:** _____

Cape Fear Garden Club, Inc. Wilmington, North Carolina
www.CapeFearGardenClub.org

GRANT APPLICATION
2017 Azalea Garden Tour 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
- Water source for plants in your project
- Project timeline
- Itemized project cost and total cost
- Pictures of project before work
- Signed Guidelines and Grant Compliance Forms
- IRS Form W-9 (must submit current form with application)

Have you previously received funds from Cape Fear Garden Club? _____

If yes, when? _____ How much? _____

GRANT APPLICATIONS MUST BE POSTMARKED BETWEEN: May 1 - June 15

DO NOT use certified mail - use only postal or Priority Mail

Mail to: Kimberly Exum, Chairperson

2024 Lynnwood Drive

Wilmington, NC 28403