

## Cape Fear Garden Club, Inc. Guidelines for Grant Application

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 promote beautification, education and conservation in New Hanover County.

To be eligible for consideration, requests must meet the following criteria and all required information must be submitted with the application:

1. Project site is located within New Hanover County;
2. Applicant is a charitable, non-profit organization as defined under Section 170 of the Internal Revenue Code;
3. Grant monies will only be applied toward costs of plants, soil additions or amendments, and irrigation systems;
4. Grant monies will not be applied toward tools, lumber, hardware, buildings, furnishings, statuary, hardscaping (ie: concrete, stepping stones, gravel), labor costs, delivery costs, or any administrative, design or contingent costs;
5. Applicants must submit the following:
  - a. Landscape Plan (sketch or outline);
  - b. Plan for maintenance, watering, and sustainability;
  - c. Signed approval of the plan by all parties who would be required to authorize the project, including property owners as necessary;
  - d. Project timeline (12 months maximum);
  - e. Detailed, itemized costs and total project cost;
  - f. Pictures of project before work;
  - g. Current W-9;
  - h. Signed Grant Compliance Form;
  - i. Signed Grant Application.

**The grant application period is from May 1 to June 15.** Any application postmarked before or after the grant application period will be rejected. After submission, all inquiries regarding this grant application must be submitted in writing to the same address as the original grant application.

Grants are awarded in October. All grant applicants will be notified in writing as to the status of their application no later than October 15. Disbursement of grant awards will be the in October at the regular meeting of the Cape Fear Garden Club. At the completion of the project, Cape Fear Garden Club will install a plaque acknowledging the support provided.

Any rejected application will not be retained and must reapply for consideration in subsequent years.

Cape Fear Garden Club  
Grant Terms and Conditions

**This Grant Compliance Form must be signed and included with the grant application.**

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.

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.**

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

Federal Tax ID Number (REQUIRED): \_\_\_\_\_

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

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

Cape Fear Garden Club  
GRANT APPLICATION

Organization	
Address	
Main Phone	
Contact Person	
Title / Job	
Phone	
Email	
Amount Requested	

Please include a brief project description. *(You also may attach a separate sheet.)*


Has this organization received grant awards from CFGC? Y / N

If yes, please list all grant amounts received from CFGC in the last 5 years.

Year	Amount

**ATTACH THE FOLLOWING:**

- \_\_\_ Landscape plan
- \_\_\_ Plan for maintenance & watering
- \_\_\_ Signed approval
- \_\_\_ Project timeline
- \_\_\_ Detailed, itemized costs
- \_\_\_ Pictures of project before work
- \_\_\_ Signed Grant Compliance Form
- \_\_\_ IRS Form W-9 (required)

**Applications must be POSTMARKED  
between May 1 - June 15**

*NO certified mail  
Regular Delivery or Priority Mail Only*

**Mail to:**

Grants Chairperson  
Cape Fear Garden Club, Inc.  
PO Box 4751  
Wilmington, NC 28406