



LUNARIA GRANT PROGRAM GUIDELINES

Idaho Botanical Garden's Lunaria Grant Program began in 2012. It is based on a similar grant program established by the Lunaria League, a 501(c) 3 horticulture organization that is no longer active. This Idaho Botanical Garden (IBG) program continues the goals of the original program.

This grant program will support projects within the State of Idaho that offer horticulture and botanical education opportunities.

Project Priorities: IBG's Lunaria Grant program will prefer projects that align with the following:

- Primary purpose of the project is botanical, horticultural, or botanical/horticultural education.
- High degree of impact in the community, for example: outcomes are measurable, reaches a significant educational or public audience, highlights or makes available a unique location or feature, includes opportunities for collaboration, or conserves natural resources.
- The project rationale is articulated clearly and concisely, including development process and maintenance plans.
- Funding request is complete and thorough, and the budget demonstrates an understanding of the scope and needs, possibly leveraging in-kind resources or matching funds.

Geographic Interests: Idaho, statewide

Application Deadline: The deadline for receipt of applications is 4:30 p.m. the first Friday of February annually.

Eligibility: Nonprofit organizations, government agencies and schools are eligible.

IBG Lunaria Grant will NOT fund grant requests that are:

- For individuals.
- For gifts to individuals involved with the project.
- To reimburse funds already expended.
- Outside of the State of Idaho.
- For operational expenses (e.g., utility bills, salaries, overhead or travel).
- For homeowners associations and political organizations.

Available Funding:

IBG's Lunaria Grant Program is competitive, and the number and size of awards are limited to available funding. There is no commitment by IBG to fund any particular application or to make a specific number of awards. The grant period is for a maximum period of two years (24 months) from date of issuance of the grant check. All grant projects must be completed within that period. Grants will typically range from \$300 to \$1,500.

Review and Award Information:

All applications will be reviewed competitively. Each application will be screened to ensure that it meets the eligibility requirements detailed above. Eligible applications will then be evaluated and ranked by IBG's Lunaria Grant Committee.

The evaluation criteria include:

1. Consistency with IBG's Lunaria Grant program's priorities (30%);
2. Potential for positive impact within the community, state or nation; (20%)
3. Quality of the plan for collaborating with local groups (e.g. non-profits, Master Gardeners) (10%);
4. Internal and external organizational support for the project, including clarity and cost-effectiveness of budget (20%).
 - Matching funding, monetary, in-kind contributions and/or volunteer services are strongly encouraged. While matches are not required from applicants, they demonstrate community support and involvement.
 - Donations of Labor: Volunteer labor is valued at \$10 per hour or \$25 per hour for licensed professionals volunteering in their professional capacity (i.e. Registered Architect, Professional Engineer, AICP Planner, Registered Landscape Architect, etc.)
5. The overall quality of the submitted grant proposal. (20%)

Funds will be dispersed to the highest ranked applications first. The committee may award less than is requested, in order to maximize the reach of the grant program.

Grant award notification will be sent to all applications by the 2nd week in March annually. Award information will not be given out prior to award, or by telephone or email. Applications will not be returned.

Reporting Requirements:

Projects awarded funding will be sent a Grant Recipient Agreement, confirming terms of the award, including grant reporting requirements. Successful applicants should carefully read the grant agreement, then sign, date and return it to IBG. Funds will be sent upon IBG's receipt of the signed agreement.

Grant recipients must consent to IBG the right to use the organization's name, grant project information and photographs in connection with, but not limited to, any and all promotion and

publicity. If awarded, the total scope of work and implementation of the project are the responsibility of the applicant.

Grant Application Submission Guidelines

Clearly explained projects may have a better chance in the competitive process, as much detailed information as possible will be expected, and shall adhere to the following format:

- The entire grant application packet shall be limited to 10 pages total.
- Respond by completing your proposal following the same order identified on the original Application Form.
- Applications received after the deadline may not be reviewed or considered.
- Submit one signed electronic copy to jennifer@idahobotanicalgarden.org OR one signed, unbound copy mailed or hand delivered to:

**Idaho Botanical Garden
Lunaria Grant Program
2355 Old Penitentiary Road
Boise, ID 83712**



2019 Lunaria Grant Application Form

Applicant Organization: _____

Project Title: _____

Project Location: _____

Organization website: _____

Is this a non-profit organization: YES NO If yes, provide a copy of your IRS designation letter

Contact information for organization representative:

Name: _____

Street/Address: _____

City: _____ Idaho Zip code: _____

Phone: () _____ Email Address: _____

A. Project Description:

Total projected project cost	\$	Amount requested of IBG	\$
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On a separate page(s), describe the project and state its goals and objectives. Narrative should explain why this project is worthwhile, the project's time line, geographical area to be served, who and how many will be served, who will do the work, how the success of the project will be evaluated, and information about any collaborative project partners. Indicate if this is a one-time project or will be continued in future years. If it is a continuing project, describe how it will be maintained. Label each section of this narrative.

B. Project Budget:

- Income: List amount and sources of contribution of cash and in-kind support committed to this project to date (in one column), and those that are pending (you have asked but are not sure that you will receive them) in another column. Please indicate if those contributions are dedicated for specific expense line items.

- Expenses: List expenses by category as separate line items.

Sample Itemized Budget Template

	<u>Confirmed Income</u>	<u>Pending Income</u>
INCOME ITEM		
• Donations (Cash)	\$100	\$200
• Donations (In-kind) plants from XYZ Nursery 60 plants at \$5/plant	\$300	
• Donation – labor, from Garden Scholars Club – 30 hours at \$10/hour	\$300	
Total	\$700	\$200

EXPENSE ITEM	Expense	Grant Request
• Top soil – 12 yards at \$10/yard	\$120	\$20
• Plants – 120 plants at \$5/plant	\$600	\$300
• Fertilizer – two 30lb bags of 10-10-10 or Gro Mor organic fertilizer at \$25/bag	\$50	\$50
• Labor – 50 hours at \$10/hour	\$500	
Total	\$1,270	\$370

Please send a message to jennifer@idahobotanicalgarden.org with any application questions.

The decision-making body of the applicant has discussed this information and all information provided is accurate.

Applicant Representative's Signature Title

Print Name Date