

NHS GRANTS 2024

The Northwest Horticultural Society (NHS) provides grants to community-focused organizations in the region, in alignment with its mission to educate and enhance the practice of horticulture in the Pacific Northwest. The NHS Board has allocated \$15,000 for grants in 2024 and is currently accepting applications for consideration. While grants typically range from \$1,000 to \$6,000, requests for other amounts will also be considered.

Organizations Eligible for Grants

Eligible organizations include educational institutions, 501(c)(3) non-profit organizations, and organizations sponsored by a 501(c)(3) non-profit organization, provided they submit a letter of support from the sponsoring agency. Priority is given to organizations located west of the Cascades in Washington State.

Projects Eligible for Grants

Projects or programs proposed should have a clearly defined outcome to be achieved within 12 months of fund disbursement; awarded funds are to be fully expended within that time frame. If the project is part of a larger program, detailed plans demonstrating the feasibility of the entire program and the standalone value of the proposed project are required. Any requested funding that is allocated for staffing expenses is to be directed exclusively to the completion of project-specific activities. Preference is given to projects undertaken in Washington State west of the Cascade Mountains.

Selection Criteria

The NHS Grants Committee invites applications for horticulture projects and/or programs which further one or a combination of the following objectives:

- Provide horticultural education to a local community
- Increase community participation in horticultural activities
- Implement environmental cleanup and/or restoration benefiting a community
- Serve historically marginalized communities through horticulture: including indigenous peoples of the Salish Sea region, people of color, and people living in low-income neighborhoods
- Expand community access to any of the following areas: natural spaces, gardens, and community vegetable gardens
- Promote the creation of horticultural beauty and biodiversity in publicly accessible spaces

Applications

Application packets must be submitted by **June 30, 2024**. Brevity of description in your application is valued, and packets should include the following:

- The applicant organization's annual report (if one exists), the most recent financial statement, and IRS Form 990
- The applicant organization's mission statement and (if available) vision and values statements
- List of the directors and officers of the applicant organization and a structural chart
- Contact information for the person or people responsible for fiscal management and execution of the proposed project or program including the person who will be

responsible for the final report or, if different, to whom correspondence should be addressed

- A brief narrative description and list of goals for the project/program with a discussion of how your project/program achieves some of the NHS objectives listed above, additionally mention should be made of how success will be measured
 - The amount requested and the project budget. The applicant should note whether follow-on funding will be required if the proposed project/program is a portion of a larger one with a longer time frame and whether matching funds or other funding are available to the organization to complete the whole
 - If the project budget includes funds for staff time, please explain how this contributes to the project's realization. Additionally, if existing staff are assigned to the project/program, confirm that it is feasible given their current workload.
 - The project timeline and schedule, including projected completion date and the date by which NHS will receive a report on the success of the project
- For assistance with the application process, please email any requests to info@northwesthort.org

Completed applications may be emailed or mailed to NHS.

Email: info@northwesthort.org

Mail: Northwest Horticultural Society
University of Washington
Box 354115
Seattle WA 98195

The NHS Grants Committee will review all applications and assess each proposal based on the criteria listed above and how the proposed project or program will support community horticulture in Western Washington. A report on the grant awards recommended by the Committee will be submitted to the NHS Board of Directors for final approval in early **September**. Once the NHS Board approves the recipients recommended by the Committee, applicants will be notified, and the funding will follow soon thereafter.

Progress of Projects or Programs

When you receive a grant, someone from the NHS will act as a liaison between our two organizations. We will work with you on the progress of your project, and at six months, you will assess the feasibility of completing the project within the 12-month timeline with the NHS liaison. At this time, if you find that the project cannot be completed within that time frame, you will submit a written request to extend the project beyond the 12-month period. NHS is interested in supporting your project or program's success.

If you wish to reallocate any of the granted funds for the proposed project or program during its execution, NHS has an application process to assist you with fund reallocation. If the reallocation amount is \$1,000.00 or more, NHS Board approval will be required.

Incomplete Projects

Projects and programs are not always realized as planned and circumstances change.

If funding from the NHS grant is not fully expended upon completion of the project or program as it was proposed to NHS, or the effort cancelled, any remaining funds shall be returned to the NHS and made available for other grants.

Final Report

After completing the project, the awardee must submit a brief written report detailing the project's challenges and successes. The NHS is keen to understand how to better support organizations through grants. Additionally, the report should include a financial summary signed by the project leaders, officers of the organization, or the fiscal sponsor, confirming that the grant funds were utilized as specified in the grant. This report is due within sixty days of the project or program's completion. The NHS is also interested in receiving feedback on how the application process could be enhanced for future applicants.

If the NHS-funded project or program is a component of a larger project scheduled to span more than a year, a written report on the portion supported by an NHS grant is due within the specified time frame mentioned above. Subsequently, annual progress reports are required until the entire project or program is completed.