



COLORADO GARDEN FOUNDATION Annual Grant Awards Program

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Purpose

The organization supports horticulture and horticultural-related projects and those groups that are involved or directly related. Areas of interest include horticultural-related education, therapy, research, community gardens and community improvements.

How to Apply

To apply for a grant, submit a one-page letter of intent on the organization's letterhead to Colorado Garden Foundation by **NOON** on July 31st. Late submissions will be rejected. An organization can only submit one grant request per grant cycle and must choose either Annual or Major Grant. This ONE PAGE single-sided letter MUST include:

- A contact name, address, phone, email address, and your Federal ID Number (FEIN).
- A description of the project along with the overall budget and the amount of funding requested from Colorado Garden Foundation.
- Indicate how many people will be served with this project and the geographic area.
- Additional information can be provided if it fits on the one page.
- The letter should be EMAILED as an attachment to the above email address.
- Grant letters submitted that are longer than one page or do not provide the above information will be rejected.
- Selected applicants will be requested to submit complete details by September 15th. Attachments related to the application are then accepted.
- Grants are selected by the end of October with distribution by the end of the year.

Restrictions

Funding is limited to nonprofit and government agencies. Grants are not available to homeowners' associations and political organizations. Grants are not awarded for plan development or design; salaries, administrative costs, or other overhead. Only one grant proposal is considered annually. The maximum grant is \$15,000.

Grant Types

Capital Improvements, Matching, Project/Program Support (no overhead), Research (all relating to horticulture)

Geographic Interests

Colorado Statewide

Deadlines

July 31st at noon. These are grants for next year's projects and will be awarded by the end of this year.

Grant Terms

Grants awarded by CGF are subject to the following conditions:

1. The project must be **completed by December 31 the year after being funded by CGF**.
2. The grant funds must be used **solely for the approved project** and may not be transferred to another project, nor used for **overhead or design work unless approved in advance by CGF**.
3. Upon project completion, the organization must submit the **completed Common Grant Report form**, along with **photographs**, to CGF.
4. If the funded project is **not completed by December 31 the year after being funded by CGF**, the awarded funds must be **returned to CGF**.