**MASTER GARDENER FOUNDATION OF SPOKANE COUNTY**

 **EDUCATIONAL GRANT POLICY**

**Purpose**

The Master Gardener Foundation of Spokane County (MGFSC) enhances the efforts of the Master Gardener Program and the community through fundraising, public awareness and educational activities. The Foundation can lend such support by granting funds to the Program staff and Master Gardener volunteers for educational enrichment. This policy sets out guidelines for providing this financial support.

**Scope**

Educational grant funds may be awarded for any of the following:

1. Tuition/registration fees for conferences, classes, seminars, webinars, and other qualifying educational offerings pre-approved by the Spokane County Master Gardener Program. The content of the qualifying educational offering must add to the recipient’s knowledge pertinent to the goals of the Spokane Master Gardener Program. Events pertinent to the Master Gardener Program include the following:
2. Cabin Fever, Master Gardener state and regional conferences, and the Washington State University training program for new Master Gardeners. These events have standing approval by the Master Gardener Program.
3. Other events approved through the standard process for Continuing Education credit outlined in the Master Gardener Handbook.
4. Other events determined by the Master Gardener Program staff to be relevant.
5. Course materials such as books and manuals required by the educational event
6. Travel/lodging to the educational event will not be funded. Funds may be available under special circumstances.

Grants must be for a specific purpose which the applicant must describe on the application form, detailing how this experience will enhance the applicant’s knowledge and thereby benefit the Spokane County Master Gardener Program. Grants will be awarded for a definite period of time specified in the grant award.

**Eligibility of Recipients**

Individuals eligible for educational grants include:

1. Staff members of the Spokane County Master Gardener Program
2. Spokane County Master Gardener volunteers to include Active, Intern, Trainee, and Emeritus
3. Applicants to the WSU training program for new Master Gardeners

Membership in the MGFSC is not required. Grants will be awarded on an objective and nondiscriminatory basis according to the procedures outlined in this policy.

Current voting members of the MGFSC Board of Directors are not eligible to receive educational grants.

**Procedure**

Applicants for educational grants are required to submit a completed application form in which the date and purpose of the educational activity are specified. It is the responsibility of the applicant to obtain Spokane County Master Gardener Program approval before completing the grant application. Applications received without Program approval will not be considered. The application must include a statement of how this activity will improve or enhance the applicant’s knowledge pertinent to the goals of the Spokane County Master Gardener Program.

The application must be submitted to the Foundation Board of Directors Educational Grant Committee 30 days prior to the registration date of the activity. The Educational Grant Committee will review applications and submit its report at a regularly scheduled meeting of the Foundation Board of Directors. The Lead of the Educational Grant Committee will notify applicants of the Committee’s decision~~s~~ in a timely manner following the meeting. The Educational Grant Committee reserves the right to award partial amounts of the requested funds. All decisions are final.

Recipients are eligible to receive an educational grant only once a calendar year. If grant funding is received, then the recipient may not apply the following calendar year but may apply in subsequent years. If grant funding is not received, the applicant is allowed to apply again during the same calendar year for a different educational activity.

Upon completion of the educational activity, the grant recipient will be required to submit a written report to the Foundation Board of Directors within 30 days after the completion of the educational activity explaining how this experience enhanced their education thereby benefiting the Spokane County Master Gardener Program. This information may be shared with the Master Gardener Program, other Master Gardeners, and the public via the Lowdown, the MGFSC website, or other public media.

If the grant recipient does not attend the specified educational offering for which grant funds have been received, the Educational Grant Committee must be notified in writing of non-attendance and all grant funds must be returned.

**Administration of Grants**

Funds will be paid to the recipient via check within 10 days following approval of the application by the Foundation Board of Directors. It is the recipient’s responsibility to pay for all expenses directly to the educational entity sponsoring the activity.

 Adopted 11/5/2018

 Revised 1/14/19