**WSFGC NATURAL DISASTERS GRANT**

**POLICY**

1. The purpose of the WSFGC Natural Disasters Grant is to assist districts or clubs with

their garden-related restoration efforts from a natural disaster. Promote and process WSFGC Natural Disasters Grants donations from districts, clubs, and individuals.

1. A garden club/clubs may apply for a WSFGC Natural Disasters grant of up to $1,000 to

help replant, restore, and beautify public areas such as parks, municipal gardens, and other sites due to natural disasters caused by floods, earthquakes, tornadoes, ice storms, fires, etc. The deadline for grant applications is April 1. Funds will be awarded by April 15th; the grant must be used within one year. NOTE: The grant requires 20% matching funds to be used.

1. One grant will be awarded each fiscal year.
2. Grants **will not** be provided for projects without matching funds, fundraising and/or

publicity events, other events, or private gardens.

1. Award certificates are given at the annual meeting/convention to each club and district

contributing to the fund.

1. Report at the Annual Meeting.
2. Respond as requested by WSFGC.

**PROCEDURE**

1. Keep an alphabetical listing by District and Clubs of all donations received.
2. Checks should be made out to WSFGC with a notation that the donation is for the WSFGC Natural Disaster Fund. Checks received from districts and clubs are recorded on an Excel spreadsheet showing the amount and donor information before forwarding to the WSFGC Treasurer for deposit. A final alphabetical listing of clubs and districts of all monies received is given to the state awards chairman for certificates to be awarded at the annual meeting/convention.
3. At some point during the garden club year, submit an article to district newsletters and WG&D newsletter giving WSFGC Natural Disaster grant details. i.e., how to donate to the fund, how to apply for a grant, etc.
4. A club/clubs wishing to apply for a WSFGC Natural Disaster grant can request an application form from the chairman, with completed forms being emailed/sent to the chairman. The application form can also be found on the WSFGC website, Members Only section, under Forms.
5. The chairman will form a committee and select one grant recipient.
6. After selection of grant recipient, email a completed voucher form to the treasurer with a request that the check be sent to the chairman.
7. Write a letter to the grant recipient stating the amount of the grant and include the check.
8. Notify unsuccessful applicants.

 November 2023