

## **WEST CHICAGO GARDEN CLUB**

### **Grant Guidelines**

The West Chicago Garden Club is pleased to consider applications for monetary grants. Because of the Club's organizational purposes and limited available funds for grants, only grant applications and grant activities and projects conforming to the following guidelines will be considered:

1. The request must be for a horticultural (i.e., cultivation of food and non-food ornamental plants) purpose. Requests for broader environmental or other purposes will not be considered.
2. The request must be for a purpose directly related or associated with the West Chicago, Illinois, community.
3. Applicants must be 501(c)(3) tax-exempt organizations in good standing or governmental organizations. 501(c)(3) applicants must submit documentary evidence of their 501(c)(3) status and corporate good standing.
4. All applications must be in writing, clearly state the purpose of the grant and describe the project or activity for which it is sought, and contain all supporting materials. Beside other contact information, the application must contain the complete legal name and physical address of the applicant's office and the name and physical residential address of the chief executive and financial officers. Neither the application nor the supporting materials will be returned. Applicants must promptly provide any other relevant information requested by the Club.
5. Grants will only be made if funds are available and normally will not exceed \$1,000. The grant amount is in the absolute discretion of the Club's Board of Directors.
6. Grants are for one calendar year, and an applicant will be eligible for only one grant per calendar year.
7. Applicants agree to keep receipts and other documentation of grant money expenditures for one year after the end of the calendar year of the grant and provided such and a brief written report of the activity or project for which the grant moneys were expended if requested by the Club.
8. Applicants agree to return to or reimburse the Club all grant money not spent in accordance with the purpose of the grant or these guidelines with in thirty (30) days of notification by the Club.