

Sewickley Civic Garden Council Grant Form

Overview

The purpose of this form is to give the Board of the Sewickley Civic Garden Council (SCGC) a uniform document to evaluate requests for grants.

Process

All persons/groups must contact the president of SCGC and be placed on the agenda for either a Nov. or May meeting, at which time the request for funding will be presented to the SCGC Board.

Requests will not be heard without the completed form and all applicable information attached. The completed grant form may be presented at the meeting.

Deadlines and Notification

Requests will be accepted from September 15th through October 31st with notification no later than December 31st of that year and from February 1st through April 30th with notification coming no later than June 15th of that year.

Approval will come with a majority vote of the board.

Exclusions

All requests must be for publicly accessible areas within the Quaker Valley School District

Requestors need not show 501c3 status, but must be non-profit in nature.

Projects must fall within the mission of the SCGC and must not be in conflict with its by-laws. If your organization is not clear as to whether or not your grant request is within the SCGC mission, contact info@sewickleygardens.org.

SCGC will not provide sole funding of a project and each requesting group must show its own financial commitment to said project.

Sewickley Civic Garden Council Grant Form

Name of Organization: _____ Date: _____

Name of Requestor: _____ Contact Number: _____

Address: _____

Purpose and scope of project: _____

Specific request of SCGC: _____

Requestor's contribution: _____

Other sources of funding: _____

Time table for the project: _____

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Name of Organization: _____ Date: _____

Name of Requestor: _____ Contact Number: _____

Address: _____

Long term support plan for the project: _____

Persons involved with the project: (Names and phone numbers) _____

Any additional information which may be relevant to the request: _____

Drawings, renderings and estimates may be submitted with this form. Please make sure each attached page identifies the requestor.