

Northern Kentucky Master Gardener Project Guidelines and Proposal Form

Project Guidelines

Process:

A Project Proposal Form is completed for each project idea to be supported as a Northern Kentucky Master Gardener Project. The individual proposing the project should complete the form and submit it to a Master Gardener representative at the Boone, Campbell, or Kenton County Extension office. The project will be reviewed and the individual proposing the project will be informed if the proposal has been approved.

Criteria:

The project should fit with the Master Gardener mission to foster research-based horticultural practices, volunteerism and leadership. This includes providing horticulture community service, increasing the Master Gardener's knowledge and providing opportunities for all team members to satisfy education and volunteer requirements.

The proposal should address the following criteria:

- The project must be facilitated by a non-profit organization.
- The project should present the program and sponsors as positive community-based resources.
- The volunteers should be able to share knowledge and provide leadership through teaching, organizing and demonstration (not just provide labor).
- The project should provide opportunity for favorable publicity for Master Gardeners and/or the Master Gardener Program.
- All projects must have an educational component. For example, most plants are labeled in the garden project or are identified in a pamphlet with a map of plant names. Distributing researched-based educational information from the University of Kentucky.

Well-Developed Planning:

The purpose and scope of the project should be clearly defined, including the starting timeframes, frequency and duration of activities. Number of volunteers and leadership roles should be stated. **If it is an ongoing project, describe how it will be sustained.**

Project Leadership:

There must be an identified project leader. That person is responsible for managing master gardener volunteers and coordinating volunteer events. This is also the contact person for Extension purposes.

Resources:

All resources (financial, supplies/equipment and volunteers) required for the project should be considered. Funding must be supplied by the project organization.

Follow-Up:

EXTENSION WILL FOLLOW UP ON THE PROJECT(S).

Return form to the appropriate County Extension Office

Boone County Extension Service, PO Box 876, Burlington, KY 41005

Campbell County Extension Service, 3500 Alexandria Pike, Highland Heights, KY 41076

Kenton County Extension Service, 10990 Marshall Rd, Covington, KY 41015,



Northern Kentucky Master Gardener Project Proposal Form

1. Project/ Program Coordinator

- Name of proposed project: _____

Circle which or all focus areas that apply to your project.

- Environmental Stewardship
- Global Food and Hunger
- Improving the Community
- Youth Development
- Economic Development
- Other: _____

- Name of person submitting proposal: _____

- Email – _____
- Phone – _____

- Name of proposed project coordinator: _____

- Email - _____
- Phone: _____

2. Project/Program Description

- Is this a one-time, short term, or an ongoing commitment? _____

- Where is the project located (include address):

- What is your timeline for this project?

- What is the opportunity either for Master Gardeners to educate the public, or for the participating Master Gardeners, to learn about horticulture?

- **If there is no immediate educational component, of what other benefit to the Extension Master Gardener volunteers would this project provide?**

- **Is there any other background/historical information that would be useful in evaluating this proposal?**

- **Describe your project and define its objective. Describe in as much detail as possible how you propose to achieve this objective. (Attach sheet if additional space is needed.)**

3. Resources Needed

- **How many Extension Master Gardener/Volunteer hours are needed to complete this project (if ongoing, estimate total hours per year)?**

- **Funding is usually provided by the client or through donations. If you are asking for financial support or donation assistance, please attach a budget for this project: equipment, soil amendments, plants, irrigation, mulch, fence, hardscaping etc.**

- If you are not asking for financing, where will the supplies and materials come from?

4. Project/Program Evaluation

- How will you determine whether or not this project achieved its objective?

- What criteria will you use?

Proposed By

Date

Hosting Organization Representative

Date

Information Below to be completed by Cooperative Extension Personnel

Project Reviewed By

Date

Circle One:

Approved

Rejected