

2026 HPS/MAG Grant Application Questions

Applicant Information:

To award a grant, we need the official name and address of the organization to which a check would be sent.

- Organization Name
- Organization Mailing Address
- Organization Phone
- Contact #1 Name, Email and Phone
- Contact #2 Name, Email and Phone
- Organization Website or Facebook address
- Grant Project Name
- Dollar Amount Requested
- The organization's 501(c)(3) EIN or equivalent Non-Profit status identification
- The expected start and completion dates for the project.

Application Evaluation Criteria:

The Application Evaluation Criteria describes the information you need to provide when applying for an HPS/MAG Grant. When submitting your grant application, please provide the most complete information you have available for all of the evaluation criteria. We limit the size of each application to limit the workload of each applicant. Character limits for each section are included in parentheses after each section. We suggest that you create a word document or other word processing document and copy and paste that onto the application.

Application questions:

1. What is the primary purpose of the project? (750)
2. Describe the project in a few paragraphs. (5,000)
 - a. Describe the impact your project will have on the local habitat, flora and fauna of your community?
 - b. Describe the garden design. Include all proposed plant listings as details in the budget spreadsheet, identified in question #5 below.
 - c. What is the long-term sustainability of the project? Describe how it will be maintained over time.
 - d. A maximum of 2 individual pictures may be attached. Each picture must be a separate .jpg file.
 - i. Upload Picture 1 JPG File:
 - ii. Upload Picture 2 JPG File:
 - e. Attach a drawing of the garden design, if appropriate to the project, as a separate .pdf or .jpg file.
 - i. Upload Garden Design PDF or JPG File
3. Community Impact (1,000)
 - a. Describe the size, composition (old/young, urban/suburban/rural, underserved, etc.) and diversity of your targeted population and how this project will involve and impact members of the community.

4. Educational Impact (1,500)

- a. Describe your educational goals for this project.
- b. Describe the educational components of this project including programs and materials such as interpretive signage, plant labels, instructional materials, and/or social media presence.

5. Funding Requested (2,000)

- a. Provide a narrative of how you intend to use the funds. Plant suppliers and plant availability, if known, should be listed here.
- b. Please provide a detailed budget as a simple, single spaced Excel spreadsheet file (.xlsx). Itemize all materials. Provide common plant names, including size (e.g., qt, gal, flat), quantity, price, and totals for each item. Do not include other plant information, such as height, bloom time, color, etc.
- c. Upload Budget Spreadsheet .xlsx File
- d. Describe all other funding sources (both internal and external) for this project, including any grant amounts.
- e. Describe in-kind contributions, including volunteer hours, space, and project consultations.

6. Project Completion:

- a. Please be advised that all approved projects must be completed by November 1 of the grant year. Without extraordinary circumstances, no grace period for project completion will be granted. Notice of any extraordinary circumstances must be provided to HPS/MAG prior to October 1 of the grant year. Without such notice and the grant of a grace period for project completion, if the project is not completed by November 1 of the grant year, grant money must be returned.
- b.

 YES By checking here, you agree to complete the project by November 1 of the grant year.

7. Funding, Final Reports & Grant Acknowledgments:

Upon completion of your project, the Hardy Plant Society requires your submission of a one-page written report due October 1 in the year of your grant. This report must include a final accounting of funds expended and one or two photographs (each as an original JPG file), along with your description of how our grant strengthened your organization. These results will be posted on our website and in our newsletter so that future applicants and Hardy Plant Society members can view your work.

 YES By checking here, you agree to use the funds for the sole purpose as defined in the grant application and provide a timely final report as described above.

The Hardy Plant Society/Mid-Atlantic Group requires that you publicly acknowledge our funding and support. We will provide grant recipients with our logo, a grant credit line, and recommendations for use. However,

we welcome your suggestions as to how best to use these materials to publicize the connection with HPS/MAG. Please relate your method of acknowledgement in your final report. Funds may not be used for any purposes other than those set forth in your grant application. You acknowledge that HPS/MAG has the authority to withhold/and or recover grant funds in cases where grant funds are or appear to be misused.

 YES By checking here, you agree to acknowledge HPS/MAG funding and support as described above.

8. Comment: (500)

ALL GRANT SUBMISSIONS ARE DUE BY MIDNIGHT, JANUARY 31.

We wish you success in achieving your goals.

Please click the **'SUBMIT'** button to send your completed form.

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