



Naples Garden Club™ Grant Guidelines & Requirements

What is a Naples Garden Club™ Grant?

- Grants are directed by the Naples Garden Club™ Grants committee and the Board of Directors
- Grants are awarded to non-profit (501©(3) organizations serving Collier County, over 90%, and recently expanding to additional organizations in Lee County.
- Grants may be approved for full or partial funding of the requested amount.
- Organizations that receive a grant are required to submit a final report with photos; any publicity; recognize **Naples Garden Club™** ; and confirm that the funds granted were used for the intended purpose.

Our Two Grant Programs:

- **Single Purpose Project Grants** (up to \$2,000) designed to support more immediate needs during the year for small community projects relating to horticulture and the environment without an application deadline. Awards are made throughout the year within 90 days of the request if approved. The date needed must be after the 90-day period. This would include, but not limited to, requests for matching funds, launch or expansion of a project, a one-time event, or an emergency need due to a natural disaster requiring damage remediation.
- **Annual Impact Grants** (\$2,000-\$10,000) designed for larger projects with a submission deadline of January 10 each year and award announcements in early April. Interested non-profit organizations are encouraged to submit a letter of inquiry/intent (LOI) as early as possible starting October 1. This will allow us more time to request additional information and/or documentation and schedule a meeting or site visit if necessary. Please include a detailed cost breakdown

What Projects Qualify? *Projects that:*

- Support the Naples Garden Club's Mission to provide opportunities for learning and sharing about horticulture, floral design, and the environment.
- Meets a critical need that benefits and educates a specific population in the Greater Naples Community
- Utilize funds for the stated purpose within the agreed time-period.
- Confirm that recipients agree to return any unspent funds as specified in their application
- Submit request electronically by the specified deadline

What Projects Will **Not** Be Considered- Projects that:

- Support political, sectarian, or religious programs
- Cover existing obligations, continuing operating support, debt, liabilities, salaries, insurance, or benefits
- Primary focus is general landscaping and/or beautification
- Endowment, marketing, or fundraising campaigns

- Entail continued funding of previous requests
- Require funding before the allocation date
- Serve or target a small audience with low participation and limited reach
- Are submitted after the stated deadline

How will Qualifying Projects be Evaluated?

- Will be reviewed based on the requesting organization's perceived ability and expertise to achieve project goals and measurable results using SMART objectives for evaluation.
- Must support the Naples Garden Club's Mission to provide opportunities for learning and sharing about horticulture and the environment.
- The project manager will be contacted by an NCG Grant Committee reviewer to answer any questions and for additional information. The reviewer may schedule a site visit to understand the scope and details of the proposed project.
- Impact Grant recipients agree to provide five- and nine- month project updates in August and December with a final report in January of the grant year (April-January). Single Purpose Grant recipients agree to submit a final report within 60 days of their project's completion.
- Special consideration will be given to projects that include at least one of the following criteria:
 1. Create innovative programs
 2. Include matching gifts, collaborations, or additional funding
 3. Include measurable outcomes
 4. Include an educational component