



# Grant Application

I. APPLICANT INFORMATION					
Organization				Date	
Mailing Address					
City		State		ZIP	
Phone			Tax ID No.		
Contact Name			Title		
Contact Phone				Cell <input type="checkbox"/>	Work <input type="checkbox"/>
Contact E-mail			Alternate E-mail		

II. TO BE ELIGIBLE FOR GRANT CONSIDERATION, YOU MUST ANSWER YES TO EACH OF THE FOLLOWING QUESTIONS.		
Is your organization designated a 501(c)(3) by the Internal Revenue Service?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Does your organization provide services or benefits in the Commonwealth of Virginia?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Do you verify that the grant will NOT be used for fundraising events, operational support or political, religious or fraternal activities?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Do you verify that the grant will NOT be used to pay existing financial obligations or endowments?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
We understand that The Virginia Horticultural Foundation requires all organizations receiving grants to submit a final report (single page) describing the outcomes of the program or project, a financial report outlining how the money was spent and five to ten digital pictures (minimum 300dpi). The grant award letter will list the due date for the final report.	YES <input type="checkbox"/>	NO <input type="checkbox"/>

III. PROJECT INFORMATION	
<i>Attach additional sheets as necessary. Please label each additional sheet with the appropriate question number.</i>	
A. Describe your organization, its mission, history and objectives	
B. Name of Project	
C. Describe your organization's project and need for financial assistance	

D. Amount of funding requested	
E. How will these funds be used?	
F. Why did your organization choose this project?	
G. Describe the expected outcome of this project	
H. How does this project support the mission of your organization?	
I. What is the timeframe of this project?	
J. Who will benefit from this project and how will it impact the community?	
K. How will the project be supported after the grant period ends?	
L. Please list and describe other financial assistance that your organization receives	

**IV. APPLICATION CHECKLIST**

Please verify that you have attached the following documents to this application.  
*Please be advised that we cannot consider grant applications from organizations that are not designated as 501(c)(3) organizations from the Internal Revenue Service.*

501(c)(3) authorization letter from the IRS	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If no, please explain.	
List of names and addresses of your Board of Directors	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If no, please explain.	
Copy of most current audited financial statements or last year's budget and financial statement	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If no, please explain.	
Specific line budget for funds being requested including personnel, equipment, travel, etc.	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If no, please explain.	

**V. DISCLAIMER AND SIGNATURE**

I certify that my answers are true and complete to the best of my knowledge.

If this application leads to a grant award, I understand that false or misleading information in this application may result in cancellation of the grant award.

Signature of Executive Director or Organization President		Date	
Printed Name		Title	

Please mail two (2) copies (one original and one copy) of the completed application form and all required attachments postmarked no later than March 31 to:

**The Virginia Horticultural Foundation  
PO Box 64446  
Virginia Beach, VA 23467**

Grant decisions will be made by June 30.

Additional information on The Virginia Horticultural Foundation Grant Program can be found on our Web site, [www.vahort.org](http://www.vahort.org). Questions may be submitted via e-mail to [info@vahort.org](mailto:info@vahort.org) or by phone to (757) 523-4734. Thank you for your participation.

---

*The Virginia Horticultural Foundation is a 501(c)(3) nonprofit organization providing education, venues for civic engagement, community-building, scholarships and grants in areas related to applied horticultural practices.*

*The vision of The Virginia Horticultural Foundation is to affect cultural transformation by providing access to and encouraging appreciation of horticulture.*

---