Master Gardener Volunteer
Continuing Education Training Support Funds Guidelines
Revised March 2022

DESCRIPTIONS:

The OSUE State Master Gardener Volunteer Advisory committee has funding to award to counties providing continuing education training to Master Gardener Volunteers. These awards are to encourage multi-county, regional or statewide continuing education training programs. They are not for use to defray costs for basic training or public outreach.

Note: the money used for this effort comes from the State Support Fees paid by the MGVs. Qualified programs may be open to the public, however Master Gardener Volunteers should receive a reduced price or other provisions so the funds provided by the State Support Fees benefit members and not guests.

As many as eight awards, up to $500 each, will be awarded each year. The program must be offered to other counties, a region or statewide. The award money is for MGV Continuing Education Training programs and can be used for direct program expenses such as speaker fees and expenses, teaching supplies, and marketing. The county making the application must be in good standing.

AREAS OF INTERESTS:

Special consideration will be given to new and innovative programs, wide area of service, and programs in geographic areas not frequently served by regional training. Preference will be given to counties who have not received this award within the past 12 months.

APPLICATION AND DEADLINE:

The application deadline is at least 30 days prior to the event. Application should be made electronically. The application is limited to not more than two pages (not including supporting materials such as flyers) and must include:

- ✓ Program Title
- ✓ Program description and justification
- ✓ Counties served by the program
- ✓ Program schedule, expected attendance, and cost (MGVs receive a reduced rate from the public.)
- ✓ How will the grant funds be used
- ✓ Reimbursement information - will the funds go to Extension account or other?
  Choose OPTION 1 or OPTION 2 below.

  OPTION 1: OSU Extension (County). This is done by transferring funds to you.
  (This is the easiest and quickest). Email to andon.1@osu.edu
  Please provide chartfield   Org _____   Fund _____   Project _____
  Program Value _____   User Def _____

  OPTION 2: Master Gardeners of _____County
  Need exact name and do they have an active OSU Vendor ID #?   ـــــــ Yes   ـــــــ No.
  If not, please fill out a Vender Set Up Forms and FAX to Jen Andon at andon.1@osu.edu

Email applications to Yen Hanes, State Master Gardener Program Support Fund Committee Chair at yhanes@mac.com. Please include ***MGV Grant Application – "Your County Name"*** in the subject line. You will be notified of receipt and status of the application. If you do not receive notification of receipt within one week, please email Yen. Members of a subcommittee of the State Advisory Board will review all proposals.

POST PROGRAM REPORT:

In order to receive future support for continuing education training programs as well as reimbursement for the current program, the county receiving the money must provide a report to the State Advisory Committee. This is due within 90 days following the program date. The report must include but is not limited to the following:

- ✓ Number of Master Gardener volunteers attending. Counties represented by attendees.
- ✓ How were the award funds spent – include copies of the receipts.
- ✓ Will the hosting county submit the program for a state award? Why? Why not?
- ✓ Photo and descriptive paragraph of the event for the MGV website. (One or more photos please sent as a jpeg.)

Send the above to Yen Hanes at yhanes@mac.com and Jenny Andon at andon.1@osu.edu

PAYMENT OF $500 AWARD:

The money will be distributed after the county has submitted the final report and receipts (within 30 days of the program). The county spends the money upfront and saves all receipts for reimbursement. Once the Program Support Funds committee chair receives the final report, she will approve the release of the funds.

Good luck with your programming efforts,

Jenny Andon, Program Manager
OSUE Master Gardener Volunteer Program