

## **Lenox Garden Club Requirements for Grant Application**

The Lenox Garden Club grants funds to public or private not-for-profit organizations undertaking specific projects in Berkshire County. The project must pertain to gardens, civic beautification, environmental restoration, conservation or education.

Grant Applications must include the following:

1. Name and address of the organization seeking funding.
2. A brief history of the organization. Please include:
  - When established
  - Evidence of non-profit status
  - Organizational structure and a current list of board members
  - Most recent financial statement and information on endowment or restricted funds
3. A description of the funding request, explaining the nature of the project and its objectives. If the project requires a blueprint or plan, indicate if the plan is completed. If municipality approval is required, indicate if this has been obtained. Please include:
  - A cover letter summarizing the project
  - Amount requested
  - Projected budget
  - All additional sources of funding for the project
  - Timetable for completion
  - Plans for future maintenance of the project
  - How the project will enhance the life of the community in which it is located, and how many individuals will benefit from the project
  - How the Lenox Garden Club will be recognized for underwriting the project

A member of the Lenox Garden Club Executive Committee or the Projects Review Committee may contact you for additional information, or to set up an interview.

If your project is awarded a grant, the Lenox Garden Club will require a written report on the project and how the funds were dispersed. You will be asked to give a final presentation to the Club's membership at one of its regular meetings. Suitable recognition of the Club's funding should be incorporated into the project. The grant should be included in the organization's annual report.

If the project is not completed on schedule, the Lenox Garden Club reserves the right to ask that the funds be returned.

The Lenox Garden Club will generally not undertake further commitment to a project once it is completed. Any further maintenance related to the project is the responsibility of the organization and not that of the Lenox Garden Club.

Applications must be submitted by March 15, 2012 to:  
Nancy M. Miller, PO Box 207, Pittsfield, MA 01202. Tel. 413-445-5935.  
E-mail [nancymiller33@verizon.net](mailto:nancymiller33@verizon.net).  
Grants are awarded at the discretion of The Lenox Garden Club in May.