



THE GARDEN CLUB OF HONOLULU PROJECTS GRANT GUIDELINES

1. Name of Sponsor (TGCH Member)
2. Organization:
 - Name of organization requesting the grant
 - Name and title of contact person
 - Contact information: Address, phone, and email
3. Project Description:
 - How the project will work
 - How the project will benefit the community
 - Goals and measures of success
 - Community to be served
 - How and when the grant money will be used
4. Sustainability:
 - Describe the long-term impact of the project
5. Budget:
 - Total estimated budget for the project
 - Amount of request to TGCH
 - Other charitable funding sought or received for this project
6. Volunteer Support:
 - Number of volunteers and method of recruitment
7. Administration:
 - Responsibility for project oversight and maintenance
 - Responsibility for budget oversight
8. Timeframe:
 - Anticipated start and completion dates
 - Person responsible for periodic progress and completion reports
9. Recognition:
 - Describe how TGCH will be connected to, or recognized by, this project.
10. Attach any relevant photos, drawings or letters of support
11. Please email the completed application/letter by February 20, 2019 to:

Lori Eldridge
Chair, TGCH Projects Committee
Email: LoriEldridge103@gmail.com
Phone: 808-596-2115

Or mail to:
Lori Eldridge
The Garden Club of H1388 Ala Moana Blvd. #8305
Honolulu, HI 96814