**Ontario Horticultural Association Special Project OR Environmental Grant Application**



To assist an OHA Affiliated Society/Club, in good standing, in meeting the objectives of the Ontario Horticultural Association, the Association will provide a **Special Project or Environmental Grant** for up to four (4) projects per year to a maximum of $1000 for each project. This grant has been broken down into two subcategories: Special Project or Environmental. Please choose one of the two subcategories to apply in.

**NOTE: A Society/Club that receives a Special Project or Environmental Grant cannot apply again for this grant for five years.**

**NOTE: Must be an OHA Affiliated Society/Club in good standing.**

**TO APPLY**

Applications must be submitted to and received by the OHA Awards Coordinator on or before February 28th.

**SPECIAL PROJECT CRITERIA**

##### Projects must be of a long-lasting benefit to the Society/Club or community.

##### The criteria to be followed are:

##### Budget

##### Site Plan

##### Placement and quantity of each plant variety

##### Extra consideration will be given for the use of native plants

1. Society/Club and community involvement
2. One or two colour copies of photographs of the site (do not send original photographs)

The Special Project Grant is **NOT** to be used for:

1. Annuals
2. Trees
3. Hard Surface
4. Construction Materials

**ENVIRONMENTAL PROJECT CRITERIA**

Projects must be of a long-lasting benefit to the Society/Club or community. This project is a wonderful opportunity to participate in promoting the 2021-2030 United Nations Decade on ecosystem restoration.

The criteria to be followed are:

1. Budget
2. Site Plan
3. Society/Club and community involvement
4. One or two colour copies of photographs of the site (do not send original photographs)

**Examples of projects include:**

1. Restore biodiversity to land/water areas
2. Pollinator pathways
3. Watershed creation or revitalization

The Environmental Project Grant is **NOT** to be used for:

1. Annuals
2. Hard Surface
3. Construction Materials

**REPORTING REQUIREMENTS**

Successful Special Project or Environmental Grant recipients must submit a completed reporting form including itemized original receipts and photos of the completed project which must be received by the Awards Coordinator on or before December 31st of the next year. For example, a grant awarded in 2021 must have its completed report with receipts and photos submitted to and received by the Awards Coordinator by December 31st of 2022. Otherwise the OHA will assume that the Special Project or Environmental Grant has not been completed and the grant funding will be cancelled.

**NO funds will be released without itemized receipts**

**NOTE: The Special Project or Environmental Grant Reporting Form must be returned with your original receipts.**

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####  APPLICATION FORM - PLEASE PRINT

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| **PART A** – To be completed by the Society/ClubName of Society/Club: | District |
| Full Address: | Email: |
| President:  | Phone: |
| Type of Grant Requested: Special Project □ OR Environmental □ (please check one) |
| Include a description of your project in the space below and attach all supporting documentation |
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| Estimated Cost: $ | Amount Requested: $ |
| President’s Signature: | Date: |

 **Forward form to OHA Awards Coordinator**

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| **PART B** – To be completed by OHA Awards CoordinatorComments |
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| Project Approved: | Amount: | Date: |

 **Forward form to Society/Club**

**PARTS C, D & E – Form To be Completed and Returned for Reimbursement**

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| **PART C** –To be completed by the Society/ClubDescription of Completed Project (please include photos if possible): |
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| Total Cost of Project**: $** | Amount Requested**: $** |
| President’s Signature: | Date: |

 **Forward form to OHA Awards Coordinator (must include original receipts)**

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| **PART D** –To be completed by the OHA Awards CoordinatorComments: |
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| Amount Approved: |
| Payment Approved by: | Date: |

 **Forward form to OHA Treasurer**

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| **PART E** – To be completed by the OHA TreasurerAmount of Final Payment: $ |
| Payment Approved by: | Date: |

Please submit the completed package, no later than February 28th to:

**Sharlene Desjardins, Awards Coordinator,
Ontario Horticultural Association,**P.O Box 2123, Deep River, ON K0J 1P0,
Email: awards@gardenontario.org, Phone: 613-584-1748