



# The Garden Club of Vancouver

Established 1961

*“The Garden Club is a group of garden enthusiasts interested in volunteering, learning, and sharing their knowledge in order to raise awareness and support garden projects around the city through annual and ongoing fundraising endeavours”*

## **Criteria to Determine the Selection of Projects and Funding Requests**

1. Project application must be submitted to the Garden Club of Vancouver in writing and to include the following details:
  - a. Name and address of organization submitting request
  - b. Confirmation that the organization is Not-For-Profit with charitable status
  - c. History and Mission Statement of organization; list of current Board of Directors; Annual Report
  - d. Outline of the specific project and how it applies to the purposes of the Garden Club of Vancouver
  - e. Name and contact information of person presenting the proposal
  - f. The total cost and timeline of the project
  - g. The amount of the donation request in dollars
  - h. How the organization plans to acknowledge the support from The Garden Club of Vancouver
  - i. How the organization plans to maintain the project to keep it well functioning and relevant.
  - j. Is there an expectation of ongoing involvement from The Garden Club of Vancouver? If so please provide details of that expectation and cost.
2. The Project proposal application will be circulated and discussed at a Board meeting of the Garden Club of Vancouver:
  - a. If the Board is in agreement with the principles of the proposal a presentation by the applicant will be scheduled at a general meeting.
3. The Project proposal will be presented to the membership as a visual presentation at a scheduled general meeting.
  - a. The project proposal by the applicant will be circulated in the bulletin for those who are not in attendance to hear the presentation.
  - b. There will also be an announcement of a formal motion to vote on the proposal at the following month's general meeting.
  - c. The motion will be put to the membership by the President at the next general meeting, and voted on as per the procedure outlined in the Bylaws of the Garden Club
4. The President of the Garden Club will submit a letter in writing to the applicant announcing our intention to donate or not to donate according to the results of the vote. If in agreement with the proposal, the letter will include the sum of money agreed upon by the membership and mailed in the form of a cheque, to the recipient address.