



## Clatsop County Master Gardener Association

### Proposed Project Application

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#### Guidelines

The Master Gardener Program is an Oregon State University (OSU) Extension Service program. OSU Master Gardeners are a highly trained and educated corps of volunteers who educate the community about the art and science of growing and caring for plants. These volunteers extend sustainable gardening information to the community through education and outreach projects. Clatsop County OSU Master Gardeners and the OSU Master Gardener Program offer Reliable, Relevant, and Reachable gardening information and education opportunities.

#### Proposed Project Guidelines

Selecting appropriate projects for OSU Extension Master Gardener volunteers to be involved in is an important part of having a successful program. Below are eight points to consider when submitting your project application:

1. **Consistency with OSU Extension Master Gardener Mission:** Consistency with Master Gardeners prime role; ie., provide educational programs in community horticulture. Is it educational or busy work? Since extending reliable and research-based information to the public is the major goal of OSU Extension - consider the value of the project or program in the light of this mission.
2. **Enough Volunteer Staff:** CCMGA Board of Directors encourages the project coordinator to present the proposed project at a membership meeting to poll interest in the project and guarantee volunteer participation.
3. **Integrity:** Integrity of the idea behind the project - is it something you want to be associated with? Do some background work to make sure the organization requesting your service is legitimate and something you want to be connected with.
4. **Value:** Is the project worth the time and effort? What is its value to the community? Your valuable time and talent should be used wisely, on well thought out, sound activities.
5. **Tenure:** Are there long-term benefits from the project to the community and to the Master Gardener Program?
6. **Commitment:** Are Master Gardeners committed to the project? Will you be expected to maintain this project endlessly? A well-planned project should have a definite completion time.
7. **Publicity Value:** Does the project spread the "OSU Extension Master Gardener word"? Avoid projects where the Master Gardener contribution gets lost in the overview of the project.

8. Appeal: Will Master Gardeners want to be involved in the project - all of them or enough of them to get the work done? Remember that whoever promotes must also recruit helpers and manage their efforts. A project that is attractive to most Master Gardeners will be a lot easier to complete than one that only has the support of one or two. Also consider how many "contacts" will be made as a result of the project. Keep in mind the total outcome and its value for the program in the long term.

The project coordinator, as part of the agreement, will report activities and successes to CCMGA Board of Directors by submitting regular reports and timely updates on the progress of the project as well as complete an overall project report to submit to OSU Extension. Appropriate media exposure for CCMGA, OSU Extension and the Community Organization is encouraged. Photos/articles for The Cultivator are welcomed.

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## Application

Name of Project: \_\_\_\_\_

Date: \_\_\_\_\_

Master Gardener Applying for Proposed Project: \_\_\_\_\_

Partner Organization Name(s): \_\_\_\_\_

Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_

Office Telephone: \_\_\_\_\_

E-mail: \_\_\_\_\_

Website: \_\_\_\_\_

## Project Description:

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**What: Describe the project, connection to CCMGA/OSU Extension mission, educational elements, and required resources.**

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**When: Describe the timing for the project - start and finish dates or ongoing project.**

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**Where: Describe where the project activities will take place.**

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**How: Describe how Master Gardeners will contribute to the project.**

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**How: Describe how Community Participant(s) will contribute to the project.**

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**How: Describe how this project will be funded. Will this project generate any revenue, will it be self-supporting, or will it require a CCMGA budget?**

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**Any additional resources, requirements or requests from the CCMGA Board:**

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**Any additional resources, requirements or requests from the Community Organization Representatives benefiting from the CCMGA project:**

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**CCMGA Board will review each ongoing project on an annual basis to evaluate continued support.**

BOARD ACTION: Accept: \_\_\_\_\_ Deny: \_\_\_\_\_

DATE:

COMMENTS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

OSU COORDINATOR: Accept: \_\_\_\_\_ Deny: \_\_\_\_\_

DATE: \_\_\_\_\_ OSU COORDINATOR SIGNATURE: \_\_\_\_\_

COMMENTS: \_\_\_\_\_  
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