

## **The Hardy Plant Society of Oregon Elaine Jones Memorial Grant Program**

Dear 2008 HPSO Grant Recipient,

Here are the requirements of this grant along with some suggestions to help make your project more successful:

- **Please take the time NOW to read the requirements of the Grant Recipient Report carefully.** Note that the deadline for reporting is no later than March 1, 2009. Failure to submit a Grant Recipient Report could jeopardize your grant award. **Please take a moment to mark this date on your calendar and tell the staff in your organization about this deadline.** By accepting funds from HPSO, you agree to fulfill this requirement. Receiving these reports from you is very important to the on-going support of this program as it lets the HPSO Board know how grant monies were spent. Should you not fulfill the reporting requirement, at a minimum you will not be considered for another grant for at least one year. If the project does not take place, or funds are unused in whole or in part, we ask that these funds be returned to HPSO so we may use them to fund other projects. If any questions arise about your report, please feel free to contact the HPSO Office at 503-224-5718.
- **Keep complete records** of all major purchases. Provide the documentation to HPSO with the Grant Recipient Report.
- **Track volunteer hours** as much as you can. Remind each volunteer to help with this by using a volunteer sign-in/sign-out book. Such records are valuable to you for future efforts, especially for fund raising documentation. It can also be gratifying to compare these with past and future anticipated goals.
- **Take plenty of photographs.** Ask participants and supporters to take photos. Nothing documents your project as well as photos, especially "before and after" pictures. Be sure to include lots of participants and others, in both informal and more formal "staged" photos. These will not only be useful for the HPSO report, but for publicity, donors, and future funding sources.
- **Keep a list of additional needs as they arise.** Contact local organizations, businesses, and individuals to help develop or enhance your project. Identify potential partners and supporters. Ask people for ideas – it never hurts to ask!
- **Keep everyone updated on your progress,** especially if your organization is large, or other important persons such as donors or decision-makers are in another location.
- **Keep a file to document the project,** and fill it with newspaper articles, photos, press releases, letters of support and any other kind of information about the project.
- **Use the media,** including electronic means such as website and group e-mail lists, to announce your successes. Send announcements to local newspapers, television or radio stations about a ground-breaking ceremony, large donations, or community work days. Be sure to mention donors whenever possible.
- While not required, HPSO would appreciate recognition for this grant at your project site.

# The Elaine Jones Memorial Grants Program Hardy Plant Society of Oregon

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## Grant Recipient Report: 2008

*Please return to HPSO no later than 4 p.m., March 1, 2009 to:  
HPSO Grants Program, 1930 NW Lovejoy Street, Portland, OR 97209-1504*

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Name of Organization

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Project Title

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Contact Person (s)

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Phone Number

Fax Number

E-mail Address

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Address

1. On one or two pages, please report on the status of the project described in your grant application. Include information about the number of participants, total project budget, and if the project is not completed, its expected completion date. Please indicate how you have measured or will measure the impact and effectiveness of the project. The report should be typewritten in a font no smaller than 12 point and with margins of one inch.
2. Itemize all materials or services purchased with grant funds, including itemized lists of plants or other supplies (for example: 12 Ceanothus plants @ \$15 each; 14 cubic yds. of topsoil @ \$80 per yd.). We also encourage grantees to provide a list of any donated plants, goods or services (monetary value of donations is not required).
3. Provide a record of volunteer hours spent working on the project, listing the number of volunteers and the number of hours worked by month.
4. Include at least three color or black and white photographs (non-returnable) documenting work done on the project site. These should be labeled and dated. For digital images, photo-quality paper is highly preferred. No photocopied photographs, please.
5. Include any other written materials about the project, such as a brochure or other informational materials produced as part of the project, published reports, newsletter articles, drawings, letters from participants, etc.