

**VAUGHN-JORDAN FOUNDATION, INC.**  
“Horticultural and Botanical Enrichment”

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**Guidelines**

1. Applications must qualify under Sections 501(c)(3) of the Internal Revenue Code and be classified as a public charity. Churches and governmental agencies are exempt.
2. All grants must further botanical and horticultural science.
3. Grants are made for capital improvements, project support or special programs, generally not operational support.
4. Historically the geographic area of interest has been Georgia and Florida, however, grants will be accepted and considered from all areas of the United States.
5. The Foundation does not make grants:
  - to individuals
  - to endowment funds
  - for loans
  - for salaries
6. The Foundation does occasionally make multi-year pledges. A minimum of one year is required between proposals from Applicants based upon when the request was originally approved. In addition, frequent grants are not typically made to the same organization unless requests are substantially different from previous requests.
7. Grants shall be judged on (1) creativity, (2) impact and (3) innovation.

**How to Apply**

It is necessary to complete the Foundation’s application form, which is available on the Foundation’s website or from the Foundation office by request.

The Deadline for applications is October 1st. Applications must be received (not merely postmarked) by this date, or by 5:00 p.m. on the next business day following the deadline date when these dates fall on weekends or holidays. The submission shall include one (1) original and five (5) copies of the application. Notification of the Trustees’ decision will be mailed to the Applicant approximately 10 to 12 weeks following the Trustees’ meeting.

Applications for a grant of \$25,000 or greater are offered the opportunity to have a representative make a personal presentation before the Trustees.

**Documents Needed**

To apply for a grant, the following documents must be completed and filed with the Foundation.

1. **Application Form.** Must be signed by the Chief Executive Officer or Board Chairman of the applying organization.
2. **Proposal.** A project description of no more than five pages, including the following:
  - Description and history of applying organization
  - Description of project/program need
  - Objective and purposes
  - How the objectives and needs are to be met
  - Location and estimated duration of project/program
  - Planned method and criteria for evaluation of program or project
  - Qualifications of the persons who will primarily be in charge of and responsible for the program or project
3. **Program/Project Budget.** A one page, line-item budget identifying the income detail and expenses of the program or project.
4. **Organization Budget.** Current annual operating budget.

5. **Certification of tax-exempt status.** A copy of the organization's letter(s) from the Internal Revenue Service indicating the tax-exempt status and whether or not it is a private foundation under the 1969 Tax Reform Act. Governmental agencies need not submit a tax-exempt letter.
6. **Governing body.** A list of the members of the organization's governing board including their relevant experience.
7. **Optional materials.** Additional descriptive materials may be submitted to supplement the application.

## Frequently Asked Questions

1. **Who is eligible to apply for a grant?**

Organizations that have qualified for exemption as public charities under Section 501(c)(3) of the IRS code, governmental units, and established churches.
2. **Can a separate organization with a 501(c)(3) exemption apply on behalf of my organization?**

No. Grant funds are not made through fiscal agents and will only be distributed to a 501(c)(3) entity, not to a foundation.
3. **What is the application procedure?**

Obtain the required application form that is available upon request to the Foundation office. Follow the instructions listed thereon and on the Application.
4. **The Foundation sent us an application form. Does that indicate there is a likelihood of our receiving a grant?**

Not necessarily. Though we will sometimes discourage an organization or project that is outside current grantmaking practices, an application will be provided if the grant seeker requests it.
5. **What are the Foundation's deadlines?**

October 1st of every year. Applications must be received in the office (not merely postmarked) by the close of that business day; for holidays and weekends, the next business day will suffice. The submission shall include one (1) original and five (5) copies of the application. Applications normally are notified of the Trustees' decision within 10 to 12 weeks after the Trustees' meeting.
6. **When is the best time to submit an application?**

Grant cycles do not differ. Apply when your organization is ready, the plan is firm, other needed funding is identified and organizational leadership/management is stable.
7. **What are the duration, size and frequency of grant awards?**
  - A. The Foundation occasionally makes multi-year commitments.
  - B. Grants can range from less than \$1,000 and up. The amount an applicant receives is based on a number of factors including the magnitude of the project, the funds available for distribution, the level of the Foundation's interest, competition for funding, and other considerations.
  - C. A minimum of one year is required between proposals from Applicants based upon when the request was originally approved.
8. **What follow up reports does the Foundation require from recipients?**

A final report is required when the project is completed – preferably within one year. This report should reference the specific amount, purpose, and date of the grant, and confirm its proper distribution. However, if you have not been able to fully utilize the funds as anticipated within the year, please send an interim report indicating the anticipated completion date.
9. **How are grant decisions made?**

Grants are approved only by action of the full Board of Trustees following a rigorous internal review process.
10. **Our organization has many needs; how can we determine which will most closely fit the interests of the Foundation?**

Apply for what you need most, unless it is specifically excluded in the guidelines.

**11. Is it possible to ask for too much?**

Absolutely. Optimism should never be a substitute for good judgment.

**12. Does the Foundation provide seed money or start up grants?**

No.

**13. Does the Foundation make grants to individuals or provide scholarships?**

No, however grants for scholarships are made to colleges and universities.

**14. What about indirect or overhead costs?**

No.

**15. Does the Foundation make grants for capital purposes?**

Yes.

**16. What about a “leadership gift” to get my campaign off to a great start?**

No. The Trustees expect a significant portion of the needed funding to be received, in process, or realistically identified.

**17. Will a “naming opportunity” be attractive to the Foundation?**

While the Trustees appreciate appropriate recognition, it never drives the Foundation’s decisions or participation.

**18. Does the Foundation develop partnerships?**

While the Foundation may make additional grants over time when warranted, it does not “partner” with any organizations. Receipt of a grant from the Foundation should be viewed as a one-time response to a specific request. Future applications will be evaluated on their own merits.