



Information for Grant Applicants Call for Proposals

Purpose

The purpose of the Louisiana Nursery and Landscape Foundation for Scholarship & Research (LNLFSR) is to operate for charitable, scientific and educational purposes by: providing scholarships to Louisiana college students enrolled in horticulture or closely related fields, providing grants to individuals and research organizations, and/or to support institutions providing education in horticulture through financial assistance for research, education and information expenses.

How to Apply

Organizations or individuals applying for grants should submit the information requested in the Outline for Grant Proposal and the Grant Proposal Summary Sheet. Proposals must be typed and single-spaced. Applicants should submit four copies of their completed proposal to:

LNLFSR Grant Committee
Post Office Box 1447
Mandeville, LA 70470

Questions: Cari Jane Murray: Phone 985-237-2939; Email: CariJaneLNLA@gmail.com

When to Apply

Proposals must be received by due date. Proposals received after 5 pm July 31 will not be considered. A notice will be sent to applicants to acknowledge proposal receipt. Notification of acceptance or denial of proposals will be communicated to applicants by the specified date.

Application Due Date: close of business July 31st

Notification Date: September 1st

**Outline for Grant Proposal
(limit 3 pages not including proposal cover sheet)**

- I. **Title of Project**
 - a. Author's Name(s) Be Sure to Designate Project Leader
 - b. Affiliation: Name, mailing address, phone, fax, email
**Include to whom to make check payable, if approved, and address to mail to.*
 - c. Introduction: A brief statement of intent, need or desire. A brief description of the current situation and why the intent, need or desire is necessary

- II. **Objectives:** A listing of the objectives the proposal will address.

- III. **Evaluation:** Explain how you will measure the effectiveness of your project.

- IV. **Procedure:** A narrative of exactly how and when the work will be carried out and by whom. Short bulleted calendar type listing is acceptable.

- V. **Budget:** Include supplies, labor, travel and other expenses for which the grant dollars will be spent. Indicate if LNLFSR will be funding the full expenses of the grant or partial expenses of the grant.

- VI. **Project Schedule / Timetable:** A narrative or listing of the duration of each phase of the project, plus the projected date of completion. 1-year and 2-year timelines will be considered for funding. Break down funding by year. Maximum funding - \$5,000 1 year; \$10,000 2 years.

- VII. **Project Participants:** List of project participants with official title and project role.

- VIII. **Other Support:** List other sources of funds or support you will receive for this project. Can be in-kind contributions, volunteer commitment, etc.

- IX. **Support evidence:** Letter(s) of support for the project.

- X. **Grant Proposal Summary Sheet must be completed.**

Grant recipients must provide a written report to Louisiana Nursery & Landscape Foundation for Scholarship & Research. Presentation of results at LNLA / LNLFSR board meetings and related industry meetings will be requested. Occasional project updates will be appreciated. When updates / reports are not provided, future funding requests from the project leader will not be considered.



GRANT PROPOSAL SUMMARY SHEET

Name and Address of Organization:	Date:
	Telephone:
Names and Titles of Individuals Submitting Request	Fax:
	Email:
Amount Requested	Total This Project/Program
Brief Title (One Sentence)	Dates of Project/Program

Please summarize in a short paragraph the purpose of your agency. Briefly explain why your agency is requesting this grant, what outcomes you hope to achieve, and how you will spend the funds if a grant is made.

List other sources of funds and/or support received for this project. Indicate the amount of funds and/or type of support.

Location of Project/Program and Population(s) Served.

Signature of President/Administrator	Signature of Proposal Author
<hr style="border-top: 1px dashed black;"/> Print Name (Title)	<hr style="border-top: 1px dashed black;"/> Print Name (Title)

For LNLFSR Use

Date Received:	Proposal Identification Number:	Received By:
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_____ Approved at Amount _____ Date _____

_____ Rejected _____

Signature of LNLFSR President