

**Multnomah County Master Gardener™ Association**  
**Community Education Project**  
**Agreement**

Community Education Projects which are sponsored by the Multnomah County Chapter of the Oregon Master Gardener Association (MCMGA) advance our mission in the community. We work to promote gardening practices that minimize risks to human health and the environment and provide relevant, research-based information to the public about horticulture, sustainable gardening methods, and household pests.

**The types of projects/events that are eligible for Community Education Project funding include:**

1. Talks. Example: presentation on a specific topic such as sustainable gardening, composting, or integrated pest management.
2. Workshops. Example: presentation and hands-on activities by participants on a specific topic such as plant propagation, pruning, or installing a low-flow irrigation system.
3. Demonstrations. Example: demonstration of methods such as hand collecting a representative soil sample and soils testing.
4. Education of youth and/or adults. Examples: school field trip to learn about sustainable gardening, informational booths on alternatives to pesticides for lawns and gardens, presentations for community groups or at community gardens.
5. Community events focused on improving public understanding of sustainable gardening practices. Example: Earth Day events in the community.

**Preference may be given to projects or events that:**

- collaborate with a community partner which is providing support with regard to facilities, materials or public outreach
- serve historically-marginalized populations
- serve underserved communities

**To be eligible for Garden Educator Community Project funding, the applicant and project must meet the following criteria:**

1. The Applicant must be a member of the MCMGA and must be involved in implementation of the project;
2. The Applicant's Master Gardener certification must be current with OSU Extension;
3. The Project or Activity must advance our mission of providing relevant, research-based information to the public about horticulture, sustainable gardening methods, and household pests;
4. The Project or Activity must be located within Multnomah County or in collaboration with partner counties;
5. The Project or Activity must directly benefit residents in Multnomah County, with strong community impact.

**Community Education Project funding schedule and limits:**

1. "Education and Outreach" total funding level will be determined annually by the Board of the Multnomah County Chapter of the Oregon Master Gardener Association.
2. Projects are funded on a one-time basis and are not on-going; applicants may reapply for funding in following years.
3. Applications will be accepted and considered on a first-come, first-served basis during the fiscal year (January to December).
4. Applicants are welcome to submit applications for more than one project or event per fiscal year.
5. Payment will be made on a reimbursement basis after the project/event has been completed and after the applicant has submitted copies of bills and/or receipts to the MCMGA. At its discretion, the Board may consider requests to release funds before a project begins. The project must be approved by the OSU Extension Metro Master Gardener Program before release of funds by the MCMGA.
6. Applicant and project/event eligibility, approval or denial of applications, and dollar amounts awarded (for individual projects and for the fiscal year) will be determined at the discretion of the MCMGA.

**Instructions for applicants, terms of agreement:**

1. The "MCMGA Community Education Project Agreement" must be filled out completely and signed. In addition, applicants must provide an estimated project budget which details probable expenditures.

2. The approved "OSU Extension Metro Master Gardener Proposed Activity Application," "MCMGA Community Education Project Agreement" and Proposed Budget may be sent electronically or mailed to MCMGA Educate! Team (contact information below). Signers must be members in good standing of the Multnomah County Chapter of the Oregon Master Gardener Association.
3. If at all possible, submit applications at least **45-60 days** before the start date of the project or activity.
4. By signing the "MCMGA Community Education Project Agreement", the applicant certifies that:
  - a. Funds will be used only for the purposes approved by the MCMGA
  - b. The project/event will comply with the Oregon State University Cooperative Extension Service's nondiscrimination policy. The University prohibits discrimination in all of its programs and activities on the basis of age, color, disability, gender identity or expression, marital status, national origin, race, religion, sex, sexual orientation, or veteran's status.
5. Submit all requests for reimbursement including bills and receipts no later than **60 days** after completion of the project/event to the Treasurer of the Multnomah County Chapter of the Oregon Master Gardener Association at [treasurer@multnomahmastergardeners.org](mailto:treasurer@multnomahmastergardeners.org) or the address listed below.
6. Following completion of the project/event and no later than **30 days**, the applicant must:
  - a. Send the MCMGA a brief written report and photos describing the activity, accomplishments, and how funds provided support. The report should also include the following information: Number of MG volunteers, number of MG volunteer hours, number of MG attendees, and number of public.
  - b. Complete and submit the "OSU Extension Metro Master Gardener Activity Project Report." This report must be submitted to Metro Extension within 30 days or October 1st, whichever comes first.
7. Payments will generally be made as reimbursements for expenses after project completion. Requests to release funds before a project begins will be considered. Payment of funds in advance of a project does not relieve the applicant of the requirement to submit a completion report. Any unspent funds (i.e., expenses not supported by receipts) must be returned by the applicant to the MCMGA Treasurer.

If the MCMGA Board awards funding, the Chapter President or the president's designee will sign this document and then will serve as the official Agreement between the parties.

**Applicants are encouraged to contact the Educate! Team** about the MCMGA application process, OSU Extension Metro expectations, terms of the agreement, payments, reporting requirements, etc.

**Contact:**

**The Educate! Team**

[educate@multnomahmastergardeners.org](mailto:educate@multnomahmastergardeners.org)

**Multnomah County Master Gardener Association (MCMGA)**

**P.O. Box 15158**

**Portland, Oregon 97293-5158**

**I certify that the attached information is true and accurate.**

**I certify that I will abide by the terms outlined in the Community Education Project Agreement.**

\_\_\_\_\_  
**Signature of Applicant (Original or scanned signature must be provided)**

\_\_\_\_\_  
**Printed Name**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Signature of Chapter President or designee upon approval**

\_\_\_\_\_  
**Title**

\_\_\_\_\_  
**Printed Name**

\_\_\_\_\_  
**Date**