



Lenox Garden Club Requirements for Grant Applications

The Lenox Garden Club grants funds to public or private not-for-profit organizations undertaking specific projects in and around Berkshire County. The project must pertain to Conservation, Gardens, Community Beautification, Environmental Restoration, or Education.

Grant applications must include the following:

- 1.) Name and address of the organization seeking funding.
- 2.) A brief history of the organization. Please include:
 - When established
 - Evidence of non-profit status (501 c3)
 - Organizational structure and current list of board members
 - Most recent financial statement and information on endowment or restricted funds
- 3.) A description of the funding request, explaining the nature of the project and its objectives. If the project requires a blueprint or plan, indicate if the plan is completed. If municipality approval is required, indicate if this has been obtained. Please include:
 - Amount requested
 - Projected budget
 - All additional sources of funding for the project
 - Timetable for completion
 - Plans for future maintenance of the project
 - How the project will enhance the life of the community in which it is located
 - How the Lenox Garden Club will be recognized for its contribution to the project

A member of the Lenox Garden Club Community Engagement Committee may contact you for additional information or to set up an interview.

Grant recipients are required to submit a written report on the project and how the funds were dispersed. In addition, grantees may be invited to give a final presentation to the Club's membership at one of our regular meetings. The grant should be included in the organization's annual report.

If the project is not completed in a timely fashion, the Lenox Garden Club reserves the right to ask that the funds be returned.

The Lenox Garden Club will generally not undertake further commitment to a project once it is completed. Any further maintenance related to the project is the responsibility of the organization and not that of the Lenox Garden Club.

Applications must be submitted by November 30th to the Chair of the Community Engagement Committee.

The Lenox Garden Club – Community Engagement
P.O. Box 552, Lenox, MA 01240
lgcommunityproject@gmail.com

Grants are awarded and funds are disbursed at the discretion of the Lenox Garden Club in April or May of the next year.