

MASTER GARDENER FOUNDATION OF THURSTON COUNTY  
Policy and Procedure Handbook  
GRANTS AND SPONSORSHIPS COMMITTEE GUIDELINES  
Revised by the Board: April 10, 2024

The role of the Grants-Sponsorship Committee (G-SC) is to raise funds that support the Foundation's operating budget as well as WSU Master Gardener and Master Recycler/Composter programs.

**Objectives:**

- Build relationships with potential funders.
- Maintain database of likely funders and successful applications.
- Respond to fundraising requests from the Board and Committee Chairs. The G-S Committee may also propose funding purposes and opportunities.
- Write, submit and manage grant applications and sponsorships that further the mission of the Foundation.
- Promote visibility and credibility of MGFTC to the general public and supporters.

**Membership:**

- Committee members do not have to be a Master Gardener or Master Recycler/Composter to participate but must be a Foundation member in good standing.
- Active Master Gardeners and Master Recycler/Composters may count time spent on meetings as CEs. Research, crafting and managing proposals are considered as program support hours for the purpose of maintaining certification.
- Any member who has not contributed to committee work within a twelve-month period will be removed from the committee roster.

**Procedures:**

1. Any Board member or Committee Chair may request that the Grants/Sponsorship Committee raise funds for General Operating expenses or for a specific use. Any funds raised go to the MGFTC for specific expenditures and any extra non-restricted proceeds from a fundraising effort will go into the MGFTC's bank account for use approved by the Board.
2. Upon receipt of a request, the G-SC will work with requestor to draft a brief description of the intent, including a specified fundraising goal. This description shall be presented to the Board for permission to proceed. Funds obtained for a specific purpose shall be spent in a timely manner.
3. The G-SC will work with the requestor to identify appropriate funders, draft and manage proposals.
4. When data is required from staff or the Treasurer, fourteen days notice is required.
5. The outcome of all submissions will be reported back to the Board.

6. Grantors may require a signed agreement with MGFTC that restricts how and when funding is used. These restricted funds cannot be reallocated without the written permission of the grantor.
7. Sponsors' funds can be reallocated by the Board provided that the sponsor receives the promised deliverables and the solicitation includes the statement: "Funds raised over and above the cost of the sponsored item or event will be used to benefit the MGFTC."