

## Information for Project Chairs

### Funding

- Each project has a soft cap of \$500 to purchase supplies for the year. Questions about additional funding should be addressed to the EAB. Additional funding may be found through grants. Several sources for grants can be found under Just for MGs/Project Chairs on the website.
- Unity Gardens accepts grant applications in the spring (January 15 – March 15) and fall (July 1 - August 31).
- All donations or fees received by project participants must be delivered to the Extension Office and deposited into the UMD bank account.
- To request a donation from a local retail business, write a letter explaining the need and send it to the MG Coordinator for approval and printing on MG letterhead.

### Purchasing

- The preferred way to make a purchase is to have it purchased on a UME credit card. To make a purchase, project chairs should contact Maxine Yoon, the Master Gardener Coordinator. She can be reached via email: [maxyoon@umd.edu](mailto:maxyoon@umd.edu) or 301-226-7475.
- Reimbursements will no longer be honored. You MUST make your purchase through the master gardener coordinator or through the extension office.

## Reporting

- The **Year-End Project Report** is due December 15th of each year. The report format is on the web site under Just for MGs/Project Chairs. Send completed reports to your EAB Project Advisor and the Master Gardener Coordinator.
- It is the responsibility of the Project Chair, or a designated team member, to enter **contact and demographic information** into the Online Tracking System. Please keep your contact information up-to-date. It is required by Anne Arundel County, University of Maryland, and the U.S. Department of Agriculture.
- **Grant Reporting:** Each type of grant has specific reporting requirements. In general, you must report back to the grantor how much money was used, for what purpose it was used and ask whether the unused funds must be returned or whether they may be rolled over to the next calendar year.

## Publicity

- **Newspaper Articles:** Articles should contain the UME extension equal opportunity statement.
- **AA Co MG Newsletter, Web Site, and Facebook:** Take pictures often and send with a short description of the activity pictured. Try for action pictures whenever possible. Remember to obtain signed release forms for photos of persons.
  - Friday Flash - Pam Hanna, [aamgfridayflash@gmail.com](mailto:aamgfridayflash@gmail.com)
  - Monthly Newsletter - Maxine Yoon, [maxyoon@umd.edu](mailto:maxyoon@umd.edu)
  - Web site – Maxine Yoon, [maxyoon@umd.edu](mailto:maxyoon@umd.edu)
  - Facebook and Instagram – Maxine Yoon, [maxyoon@umd.edu](mailto:maxyoon@umd.edu)
- **Inventory:** Keep an accurate inventory list. Any inventory type purchases must be included on your Project Report and maintained with the project. When turning over the leadership of the project, all supplies, materials and documentation should be given to your successor. If the project is not to continue, all materials, inventory, documentation, etc. must be turned into the ExtensionOffice.