Information for Project Chairs

General

➢ All Project Chairs will be notified as to their EAB Advisors in March.

Funding

➢ MG Funds: Each project can request up to $200/year from MG funds for project supplies, with the approval of the EAB and MG Coordinator.

➢ Grants
  • Many grant resources can be found under Just for MGs/Project Chairs on the AACo MG web site.
  • Unity Gardens accepts grant applications in the spring (January 15 – March 15) and fall (July 1 - August 31).

➢ Donations
  • All donations or fees received by project participants must be delivered to the Extension Office and deposited into the U of MD bank account.
  • To request a donation from a local retail business, write a letter explaining need and send it to Mike Ensor for approval. He will have it printed on MG letterhead.

➢ Purchases
  • U of MD Credit Card
    o This is the recommended method of purchasing items for projects.
    o Arrange with Mike Ensor to accompany you to make the purchase or have him available by phone to relay the credit card number to the merchant.
  • Personal Credit Card or Cash Purchases
    o You must turn in the original receipt, with only MG charges on it, to Mike. Attach the receipt to a piece of paper with your name and contact information on it.
    o Before you can be reimbursed, you must have an IRS Form W-9, which includes your Social Security number, on file with the U of MD. Forms are available on the IRS website. Complete the form online, print it, sign it and give it to Mike at the Extension Office along with your receipt.
    o Submit any receipts monthly. It is a long process to getting paid (usually 2 months). Keep a copy of the receipt for yourself.

➢ Requests for Large Funds
  • Submit all requests for large funding, over $200.00, a minimum of 2 weeks prior to the EAB monthly meeting. (The EAB meets on the 1st Wednesday of every month).
• Include a detailed explanation as to what the funding will be used for, including the date(s) funding is required. Also include other channels of funding that you have explored.
• Submit your request to the EAB Chair and your assigned EAB Advisor. The EAB will notify you of the status of approval within 2 days after meeting to discuss your request.

Reporting

➢ Project Report
• The Year-End Project Report is due November 1st of each year. The report is on the AACo MG web site under Just for MGs/Project Chairs. Send completed reports to your EAB Project Advisor and Mike Ensor.

➢ Time and Contact Report
• Keep accurate records of volunteer hours and contacts. Report hours promptly.
• It is the responsibility of the Project Chair, or a designated team member, to enter contact information into the Time Tracking System.
• It is essential that you keep your contact information current, since it is required by Anne Arundel County, University of Maryland, and the U.S. Department of Agriculture.

➢ Financial Reports
• Grant Reporting
  o 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.
  o Grant reporting must be completed and submitted by the date specified in the grant.

Publicity

➢ Success Stories for U of MD Extension
• Use the Documenting and Sharing your Project Success Story guidance from HGIC, available on the web site under Just for MGs/Project Chairs, for sharing information to be published on the state web site and possibly in the state newsletter.

➢ AA Co MG Newsletter, Web Site, and Facebook
• You may use the Success Story guidance to submit articles on your project to the Newsletter, Web Site, and Facebook for all to enjoy.
• 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.
  o Newsletter – Erin Lassen, aamgnews@gmail.com
  o Web site - Kay Stringfellow, kmstrin@yahoo.com
  o Facebook – Helen Rose Tucker, helenrosetucker@hotmail.com. Facebook can also use links to interesting articles related to gardening.

➤ Submit an article to the local media

• News Release: Use the sample News Release on the web site under Just for MGs/Publicity. The News Release must have the U of MD Extension Affirmative Action Statement in the body of the release. Provide a copy to Mike at the Extension Office.

• Contacting Reporters: The EAB has an established contact at the Capital/Gazette Newspaper. Contact the EAB Publicity Chair, Carole Fullagar, for information.

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 AACo Extension Office.