

Community Garden Coalition Funding Request

The Community Garden Coalition has funds to support new and existing gardens in purchasing tools and supplies. Funds are also potentially available for bigger projects at the gardens, such as storage sheds, raised beds, and compost bins.

Yearly Garden Allotment: Garden leaders are “pre-approved” to spend **\$100 per gardening season** to purchase supplies and equipment that benefit the entire garden. **Receipts are required for reimbursement.** The CGC is a nonprofit and exempt from paying sales tax. **We cannot reimburse you for tax paid on purchases.** Our tax exempt ID is on record at the following businesses: Westlake’s on Worley and Lowe’s. At these and other businesses, you will need to present the CGC’s tax exempt letter which is included in the Garden Leader’s Packet at the beginning of the gardening season.

To receive a reimbursement check for up to \$100 in garden purchases:

Mail receipts to: CGC, PO Box 7051, Columbia 65205. **Include a note with:** garden name, description of purchases, and name, mailing address, phone # for person receiving reimbursement check.

PRIOR APPROVAL IS REQUIRED FOR PURCHASES ABOVE THE \$100 ALLOTMENT

Prior approval by a vote of the CGC Board of Directors is required for reimbursements above and beyond the \$100 seasonal allotment. This is to ensure that funds are used wisely. It is in no way intended to serve as a barrier to needed improvements, tools, and supplies at the gardens.

To obtain prior approval for purchases above the \$100 allotment, please use the form below and mail to: CGC, PO Box 7051, Columbia 65205 or email cgboard@comogardens.org. Form can also be found on the CGC website at: comogardens.org.) To optimally time your request, please be aware that the CGC Board meets monthly, usually on the 3rd Wednesday of the month, 7-9 pm, Columbia Public Library. You are welcome to deliver your request to the meeting.

PRIOR APPROVAL FUNDING REQUEST FOR PURCHASES ABOVE \$100 ALLOTMENT

Garden Name: _____

Garden Leader Submitting Request: _____

Phone and E-mail: _____

Date: _____

Item	Cost	Amount Approved
Total Amount Requested/Approved		

Approved by CGC Board: _____
Signature Date

The following items were not approved for these reasons:
