



Member Project or Activity Application

Gardening Kingston welcomes suggestions for gardening-based projects or activities that might be interesting to the membership and in keeping with the societies' objectives. To help the Board decide whether the suggestion is a good fit for GK, and merits funding and resources, we have come up with a simple procedure that can be used to submit a proposal. This application can be used to propose an activity, such as an outing (e.g. a garden visit), or an in-house activity (e.g. a workshop), or a physical project (e.g. a Little Book Library). Projects/activities need to be well planned, with a team in place to ensure success and the proposal should include a description of how this would be accomplished.

Procedures

1. Prepare a submission for the Board to review
 - a. Project purpose and why it would be a good fit for GK, i.e. which of the Societies' objectives, as outlined in the Constitution, would your project be in line with?
 - b. Team members: explain the roles for team members
 - c. Complete Part 1 or 2
 - d. Submit to GK Board using kingstonhortsoc@gmail.com

Part 1: Member Activity

- a. Location and travel requirements
- b. Reservations needed
- c. Timing (both for the duration of the activity and the timing in the year)
- d. Cost estimates
- e. Activity fee
- f. Members only or open to the public

Part 2: Projects

- a. Design (photos, diagram, dimensions, branding)
- b. Cost estimates (broken down to list the supplies and/or labour)
- c. Timing

2. Contact information
 - a. Name(s)
 - b. Phone number(s)
 - c. Email address(es)