

## **OMGA JOB DESCRIPTION**

### **Extension Educator Grant Chairperson**

**DESCRIPTION:** The chairperson for this position oversees the selection and distribution of grants to help OSU Extension Community Horticulture Agents, Program Assistants, or designated OSU Extension Staff, who are responsible for County Master Gardener programs, enhance their ability to educate the public in home horticulture.

**IMPLEMENTATION:** The OMGA President shall appoint the Extension Grant committee. It shall consist of five OMGA members, including two OMGA board members, plus the OMGA President as an ex-officio member.

The Extension Education Grant Committee oversees submission of grants from OSU Extension Administrations. The selection process shall include educational programs in home horticulture; its value to the community; its written or spoken recognition to the Master Gardener program.

- Applications are accepted until September 1 of each year
- The OMGA Treasurer oversees the actual transfer of funds to the recipients.

The following are OMGA's criteria for grant selection:

1. All grants shall be made in accordance with the purpose for which the fund was established
2. Grants shall not exceed the amount of \$500.00 for any chapter, in any one (1) fiscal year
3. The total of all grants shall not exceed four (4) grants, with a maximum of \$2,000.00 to be awarded
4. All grants shall be submitted on the form provided, with at least two (2) quotes, ids, estimates, or a material list with projected costs. Choose those that apply. Submit a concise description of your project, with details such as maintenance plans and other sources of funding
5. The OSU Extension Community Horticulture Agent, Program Assistant, or designated OSU Extension Staff member must sign grant requests
6. In event of dissolution or disbanding of a local chapter, the equipment or materials purchased with this grant shall be reverted to OMGA to be held in trust
7. Local funds should be used to fulfill the needs of the Community Horticulture Agent Program Assistant, or designated OSU Extension Staff member, before applying to OMGA
8. Grants may include the purchase of equipment and materials: e.g. books, office equipment, software, signs, program promotion, etc.

OTHER POTENTIAL DUTIES: The Chairperson for this job will also attend OMGA meetings pertaining to Gardener's Mini-College if necessary. He/she will announce the grant recipient(s) name and general information at an OMGA meeting and at the banquet held at Mini College.