

GMG Project Review Criteria Committee

Mission

1. Recommend criteria for projects to be reviewed against to ensure that projects are appropriate to the Virginia Master Gardener Program.
2. Recommend required documentation for each project and repository for ongoing project documentation.
3. Recommend a process, schedule and group to review all GMG projects.

Project Authorization Criteria

1. GMG Association Bylaws, Article 1, Sections 2a and 2d, below:

“Section 2. The purpose of this organization shall be:

- a. **To promote and serve the Virginia Master Gardener Program in cooperation with the Gloucester County Extension Office and the Virginia Cooperative Extension Office located in Blacksburg, VA.**
- d. **To provide horticultural educational opportunities to the public, through research based horticultural educational programs and activities to enhance the environment and lives of residents in our community.”**

2. The Master Gardener Handbook, Chapter “Welcome to Master Gardening!,” VCE Publication 426-699, especially pages V-24 through V-29. See Handbook.

Note emphasis on education of public and support of VCE goals.

Project Authorization Process

All done by Project Review Committee unless otherwise noted

CRITERIA FOR GMG PROJECTS

1. Develop process to review all current and new projects for appropriateness
2. Develop criteria against which projects will be compared to determine appropriateness
3. Present criteria and process to Executive Committee for approval
4. Executive Committee presents criteria and process to membership for approval.

CURRENT PROJECTS

1. Make list of all current projects/activities and project chairs
2. Request project data on GMG Project Proposal Form and VCE Proposed Project Authorization Form from all project chairs by 2/16/09
3. Collect all data and review for completeness
4. Sort projects by priority for review
5. Compare each project against GMG criteria
6. Recommend approval or changes to project for compliance by 3/2/09
7. Present recommended disposition of each project to Executive Committee
8. Present Executive Committee approved projects to VCE Agent for approval
9. Executive Committee presents projects to membership for approval by 4/6/09
10. Review committee will be established annually in September to review all projects before budget approval

NEW PROJECTS (started after 1/1/2009)

1. Project chair submits GMG Project Proposal Form and VCE Proposed Project Authorization Form to Executive Committee for review against GMG criteria and approval
2. GMG Coordinator presents Executive Committee approved projects to VCE Agent for approval
3. Executive Committee presents approved project to membership for approval

DOCUMENTATION

All approved GMG Project Proposal Forms and copies of VCE Proposed Project Authorization Forms will be organized by year and project and stored in the GMG office.

Gloucester Master Gardener Project Proposal

Name of Project _____

Project Chair _____

PROJECT DESCRIPTION (answer questions below)

WHO is the intended audience?

WHAT is the expected value to the Gloucester community?

WHAT activities generally occur? (Give specific examples if possible.)

WHEN do the activities occur? (Weekly, monthly, once or several times a year, be as specific as possible.)

WHERE do the activities take place?

Is there a plan to evaluate the project after completion? Please outline how, and when this is to be done?

PROJECT DIRECTION AND OBJECTIVES: As defined by VT/VCE & found in MG Handbook

Identify below one major objective of the project, if more than one, then identify one Primary Objective **P.** If there is a (are) Secondary Objective(s), then mark (each) with an **S.**

___ Communicate information or advice based on principles of Sustainable Landscape Management. (e.g. distributed information from VMG Handbook, VT brochures, or VT.edu site.)

___ Provide horticultural education/information (directly or through materials) that engages youth or professionals who work with youth.

___ Provide horticultural education/information (directly or through materials) to members of the community or professionals working in the community. The goal is to insure the proper design, installation and maintenance of sustainable landscape, other than for environmental protection.

___ Provide information/education to individuals or organizations in the community in developing awareness of the benefits of home food production and developing gardening knowledge and skills.

___ Increase awareness in residents and health industry members of the value of interior and exterior landscape to human health and quality of life.

___ Communicate information that can result in the protection of water quality. This could be through a lecture, or demonstration garden for wetlands, riparian buffer etc.

___ Engage youth so that they learn about aquatic/marine ecology and water quality, including means of maintaining or improving water quality (e.g. water cycle.)

Approved Master Gardener Projects **need to include one or more of the above.** Some activities may have as their primary goal to:

___ Generate funds to finance Master Gardener Approved Projects.

Review Committee Approval: _____ Date: _____

Executive Committee Approval: _____ Date: _____

Membership Approval: _____ Date: _____

VCE Agent Approval: _____ Date: _____

VCE Master Gardener Proposed Project Authorization Form

Date _____ Are Minors Involved? ___ Yes ___ No

Project Name _____

Person in Charge _____

Purpose: _____

of MGs required _____ Estimated # Volunteer Hours
involved _____

Event Date/Duration of Project _____

Person or organization requesting MG services:

Name _____

Title _____

Address _____

Phone Number _____

Plan to implement Project:

Who will attend?

Who will conduct/participate in the delivery of the project?

How will the program be advertised?

Will EEO/AA non-discrimination statement be used on all material to advertise the program?
Yes/No

How will requests for assistive devices, services or accommodations be handled?

What is your emergency plan?

Will an EMT or certified CPR/ first Aid person be available?

Will a cell phone be available?

Submitted by _____ Date _____

Approved by _____ Date _____
(Extension Agent)