STANLEY SMITH HORTICULTURAL TRUST
Guidelines for Grant Reporting

The Stanley Smith Horticultural Trust requires a report from each grantee confirming that the funds granted were used for the intended purpose. **Please note the Trust's eligibility and reporting policies have changed effective January 2019.**

ELIGIBILITY

Organizations are eligible to receive a grant from the Trust no more than <u>every other year</u>. For example, an organization that receives a grant in November 2018 cannot reapply for funding until 2020, assuming their grant report has been received and accepted according to the reporting policy below.

In order to be eligible to submit a new funding request in 2019, an organization must have:

- Not received a grant award in November 2018
- Submitted a grant report for any previous grant award(s) by April 30, 2019, if applicable

REPORTING

<u>For grant awards made in November 2018</u>, the grant period is January 1 to December 31, 2019. Reports are due by **April 30, 2020.** No future funding requests will be considered by the Trust from 2018 grantees until 2020, until this report is received and approved, and until a grant report has been received and approved for any other outstanding grant, if applicable. No progress reports are required, nor will they be accepted. Late reports will be accepted after the April 30, 2020 deadline, however, those organizations will not be eligible to submit a new funding request in 2020.

<u>For grant awards made in 2016 or 2017</u>, in order to be eligible for consideration in 2019, a grant report for any previous grant award(s) must be received by **April 30, 2019** (assuming no grant award was received in 2018).

<u>For grant awards made in 2015 or earlier</u>, please contact grantsmanager@adminitrustllc.com for reporting guidelines.

HOW TO SUBMIT YOUR REPORT

- Visit the Trust's new website, www.smithht.org (after February 1, 2019)
- Click on the **My Account** link at the top of the page to access the Grants Portal
- Log in with your username and password (if you do not have these, see "Registration for Current Grantees")
- Locate your report form under "Reports to Submit"
- Follow the instructions provided

QUESTIONS?

If you have questions about eligibility or reporting, are unsure of the reporting status for your organization's previous grants, have any problems or questions regarding the online system, or need guidance for submitting a report for a grant made in 2015 or earlier, please contact the Trust's Grants Manager at grantsmanager@adminitrustllc.com.

For specific questions related to your project or the purpose of your grant, or regarding the Trust's funding interests and priorities, please contact Dr. Tom Daniel, Grants Director, at tdaniel@calacademy.org.