

SANCTIONED PROJECT AGREEMENT

Washington County Master Gardeners

Purpose: The **Project Proposal and Site Manager Contract** form is intended to provide a guideline with which the Master Gardeners can reach agreement and document the project with a prospective recipient of our services. Upon completion all parties have the same expectations at project completion and a common understanding of respective responsibilities.

Project Tasks and Responsibilities (Check Appropriate Box):

Task	Master Gardeners	Project Site Manager	Comments
Garden Design & Planning			
Water Source (irrigation, hose, etc.)		Required	
Irrigation System Design			
Irrigation System Install			
Plant Selection			
Planting			
Application of Mulch			

*Include site pictures, drawings, and plant lists as attachments

Ongoing Maintenance Responsibilities (Check Appropriate Box):

Task	Master Gardeners	Project Site Manager	Comments
Periodic irrigation			
Routine weeding, etc.			
Planting, replanting, plant division			
Periodic mulching			
Periodic plant feeding			

Project Cost Estimate:

Task	Master Gardeners	Project Site Manager	Comments
Irrigation System			
Plant Materials			
Soil Amendments			
Mulch			
Fertilizer			

Funding Source:

Source	Amount	Comment: How will funds be dispersed?
Total		

Washington County Master Gardener Commitment:

Number of Gardeners _____ Estimated Total Hours _____

Comments:

Names of committed volunteers:

Master Gardeners may display a sign at the site. Yes _____ No _____

Proposed by: _____ (Master Gardener)

Date of Signature: _____

Accepted by: _____ (Project Site Manager)

Date of Signature: _____

Please submit this form to the Project Review Committee through the Extension Office

Project Review Committee _____ **Date** _____

Executive Committee _____ **Date** _____

County Extension Agent _____ **Date** _____

Membership Approval: _____ **Yes** _____ **No** _____ **Date** _____