



Milwaukee & Waukesha Counties  
SouthEast Wisconsin Master Gardeners  
**GARDEN PROJECT PROFILE**



Garden Project Name: \_\_\_\_\_

(Exactly as it will appear on all forms and other references to it.)

- The Garden Project Profile form is used to show compliance with all of the criteria for MGV Approved Garden Projects as described in the Volunteer Service Policy. Garden Project Profiles are kept on file in the Milwaukee County UW-Extension office (UWEX).
- To apply for approved garden project status, you must submit this completed **Garden Project Profile form AND Garden Project Partner Memorandum of Understanding (MOU)** form to the Milwaukee County UWEX office. You will be contacted if there are any questions, and after review by the Hort Educators, you will be notified of their decision.
- Approval of a garden project does not guarantee funding from SEWMGs. Funding from SEWMGs may be requested through the Finance Committee once the garden project is approved by the UWEX.
- To retain approved status for volunteer service hours, the **Garden Project Annual Report** form must be submitted by September 15 each year, and if funding is needed, the **SEWMG Budget Request** form must also be submitted.
- All necessary forms and policies are available at <http://fyi.uwex.edu/sewmg/approved-garden-projects/> or from the UWEX offices.
- If you have any questions, please contact the Hort staff at the UWEX Office.
- Submit the completed Garden Project Profile and Garden Project Partners MOU to:

SEWMG, UWEX Office  
6737 W. Washington St., Suite 2202  
West Allis, WI 53214

Submitted by: \_\_\_\_\_ on \_\_\_\_\_ For: \_\_\_\_\_  
MGV Name Date Submitted Year

Garden Project Address: \_\_\_\_\_  
Street  
\_\_\_\_\_ City \_\_\_\_\_ County \_\_\_\_\_ Co. Supvr. Dist.

GARDEN PROJECT	Name	Phone No.	Email Address
Co-Chair:			
Co-Chair:			
Co-Chair:			
PARTNER ORGANIZATION	Name	Phone No.	Email Address
Contact Person Info:			
Title:		MOU Completed:	

**DESCRIPTION:** Describe in detail so we can "visualize" the garden project: include site size, structures, main features, type of plants, special interests, etc. You may attach supplemental information, such as, the garden plan, plant lists, photos, etc.

**GARDEN PROJECT'S EDUCATIONAL PURPOSE AND VISIBILITY OF UW-EXTENSION AND SEWMG**

*Describe how this garden project meets the three basic criteria for Approved Garden Projects as listed below.*

**1. The garden project has a strong, educational focus related to plants and/or the environment.**

A. What is the garden project's educational focus?

B. Explain how that educational information will be conveyed to visitors of the garden project.  
(Such as, 50% of the plant species will be labeled; there will be educational signage about the focus, gardening principles or techniques; or public educational programs will be conducted by UWEX and or MGVs.)

**2. UW-Extension and/or its role with the garden project is/will be plainly identified in various ways.**

A. What kind of signage is planned for the garden project; where will it be displayed; who will provide it?

B. How and where will educational literature be provided to visitors and program participants?

C. What plans are there for acknowledgement of UWEX and/or the SEWMGs by the Partner Organization?

**3. You represent yourself as a UWEX MGV while performing all volunteer service.**

A. How are volunteers encouraged to represent themselves as UWEX MGVs while working in the garden project?

**VISITORS TO THE GARDEN**

- Does the general public typically visit?      Yes      No
- Is there an admission fee?      Yes      No      If yes, how much? \$ \_\_\_\_\_
- Is there a specific audience? Describe, such as, residents and/or visitors to the facility, seniors, disabled persons, people who pay admission, food pantry recipients, etc.):
  
- Is there access for the disabled?      Yes      No      Please explain: