



# Keeping Ontario Beautiful

## **ONTARIO HORTICULTURAL ASSOCIATION SPECIAL PROJECT**

To assist the Societies in meeting the objectives of the Ontario Horticultural Association, the Board will provide a **SPECIAL PROJECT** for ten projects this year to a maximum of \$500.00 for each project. Limited to one project per Society per year. This Special Project will be reviewed annually. **Applications must be submitted to your District Director by February 28th.**

### **CRITERIA**

Projects must be of a long lasting benefit to the Society or community, such as planting trees and shrubs or building permanent planters. Not to be used for annual planting.

### **APPLICATION FORM - PLEASE PRINT**

<b>PART A – To be completed by the Society</b>	
Name of Society:	
Address:	
President:	Phone:
Description (include photos and location if possible):	
Estimated Cost: \$	Amount Requested: \$
President's signature:	Date:

➡ **Forward form to District Director.**

<b>PART B – To be completed by the District Director</b>	
Comments :	
Project Recommended:	Date:

➡ **Forward form to O. H. A. Secretary.**



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<b>PART C – To be completed by O. H. A. Secretary</b>		
Comments:		
Project Approved:	Amount: \$	Date:

➔ **Forward form to Society.**

### **PARTS D, E, F, & G – To be completed after Completion of Project**

<b>PART D – To be completed by the Society.</b>	
Description of Completed Project (please include photos if possible):	
Total Cost of Project: \$	Amount Received: \$
President's signature:	Date:

➔ **Forward form to District Director**

<b>PART E – To be completed by the District Director</b>	
Comments:	
Amount Recommended: \$	
Recommended for Payment by:	Date:

➔ **Forward form to O.H.A. Secretary (must include receipts).**

<b>PART F – To be completed by the O. H. A. Secretary.</b>	
Comments:	
Amount Approved:	
Payment Approved by:	Date:

➔ **Forward form to O.H.A. Treasurer**

<b>PART G – To be completed by the O. H. A. Treasurer.</b>	
Amount of Final Payment: \$	
Payment Approved by:	Date: