



Creating A Winning Award Application!

You can do it, too!

Please click through the slides at your own pace.

The Application

Your first step will be to determine which award is most appropriate for your project. Some projects, such as the one in this sample, will fit more than one award. While it is possible to submit the same project for more than one award, clubs are encouraged to find the award that BEST fits the focus of their project and submit only one application. The sample in this demonstration could have been entered as a Garden Therapy project or a Community Garden project. As you read through the application, think about which category you feel it would best fit. Hint: State Chairmen can always change the award number if they feel the project better fits another award or if they have multiple applications for an award and want to submit as many as possible. Just be sure the focus fits the award!

Your application cover sheet, including the number of the award for which you wish to compete, is the first step in preparing your application.

To complete this form online, please download and save a blank copy to your computer. Open the saved copy and fill in each blank. Save again. This will be the copy you send with your application.



NGC Award Application Cover Sheet

State Award Number _____ State Award Name _____
(optional) (optional)

NGC Award Number G-3 NGC Award Name Therapy Gardens

Name of Group/Club/Individual Applying for Award
After Six Garden Club

If club, number of members 12 Award Size Group S M L
 If state, number of clubs _____ Award Size Group S M L

Contact Name Pete Miller

Email wilbur101@att.net Phone 706-222-5864

Address 356 N. Belair Rd.

Evans GA 30809
City State Zip

Region Deep South State Georgia

State Awards Chairman Diana Malone

Email dmalone@bellsouth.net Phone 221-476-2048

Address 6928 South View Ave.

Jesup GA 39812
City State Zip

Is this project New OR Continuing from previous work?

Beginning date Spring 2015 Expected completion date _____ OR Ongoing

ATTACH completed application. Unless noted in specific award description, all applications are limited to

Remember: all award applications must be sent to your State Awards Chairman. The Chairman will determine which applications will be sent to NGC!

Cover sheet completed as pdf.

Used Adobe to "Combine" cover sheet with application which was prepared as a Word document.

If you do not have this Adobe option, ask a friend or take the two pieces on a thumb drive (or hard copies if absolutely necessary) to a local office supply (Staples, FedEx, etc.) and ask them to combine the files with the cover sheet at the beginning. Your local library may also be a source for this help.

The Application

After filling out the Application Cover Sheet, write the story. Be sure to include all pertinent details.

Application as originally written. Tells the story of your project from conception to conclusion.

In 2015 some of the 13 members of the After Six Garden Club in Augusta, Georgia were busily decorating a Christmas tree in the playroom at the local Ronald McDonald House (RMH). The volunteer coordinator came by and mentioned that they were looking for a group to plant and take care of the vegetable gardens in their courtyard. She noted that the gardens had been installed when the facility was built (approximately 2 years prior), but had never been utilized. The gardens were intended for the families staying at the RMH to have fresh produce to use as they prepared meals. After a short discussion, the After Six members decided this was a service they could perform, even with their small membership.

Early in the spring of 2016 members explored the garden areas indicated. They were two small areas, approximately 10' x 3' each with what appeared to be a drip watering system. The (INSERT PHOTO 1) beds were originally donated by a local chemical plant and were designated by the donor to remain as food sources for the residents of the RMH. The House contained a family kitchen as well as a commercial kitchen. The family kitchen was specifically for the use of those resident families who wanted or needed to prepare special meals for themselves or a family member while residing at the RMH. The idea was that these gardens would provide a source of fresh produce as much as possible through the year. Since this area of Georgia has a long growing season, hopes were high that fresh food could be available as much as nine months of the year.

In March 2016 the After Six club members brought a wide variety of vegetable plants along with some fresh soil and fertilizer. Since the borders of the courtyard were planted with maturing shrubs, but were lacking flowers, members also brought native plants and perennials to enhance those planting areas (INSERT PHOTO 2). That first spring season members planted several varieties of tomatoes and peppers, green beans, cucumbers, squash, parsley, dill, basil and oregano. Members set up a schedule to provide weekly maintenance for the garden.

Despite our best efforts, the first year was a disheartening experience. While planting, we realized that the soil depth was just about 8". The courtyard is located in the middle of the Medical College of Georgia complex, surrounded by brick buildings, paved parking areas and driveways, and a parking building. Temperatures that summer reached the triple digits for days at a time. The garden did not produce any useable food that year. (INSERT PHOTO 3)

Unfortunately, this trend continued despite our best efforts, with an occasional tomato or pepper available for harvest. A few of the herbs that were replanted each year managed to survive, but there was no evidence of their use by the resident families. Even through COVID we were able to plant this outdoor space, but with little harvest. The two blueberry bushes planted in 2019 survived with very slow growth and very few berries. The strawberry plants continued to grow but did not produce many berries. (INSERT PHOTO 4) Through further investigation we discovered that the irrigation system that we thought was watering our beds when we could not get there was not working, a large part of our problem.

In 2021 the club decided that major steps were needed to overhaul both vegetable beds. Since the club is a very small one with only 8-10 active members in any year, our funds were extremely limited. Fortunately our local Garden Club Council decided on a post-pandemic incentive for all their member clubs. Each club was able to request up to \$1000 to be used toward a local project. After Six took immediate advantage of this offering, requesting and receiving the maximum. The Club also applied to the Garden Club of Georgia Garden Therapy Grant program for a matching grant with a maximum of \$250. Those funds were received and added to the funds from our Council. The Club had received a Deep South award with a \$250 prize for a project with native plants at a nearby state park and those funds were added to the other amounts to give us a total of \$1550 to spend on the RMH project.

As soon as the repair project was completed in the spring of 2021, 5 of the current 11 club members reported to the garden again with vegetables and herbs in hand for planting. With fingers crossed, tomatoes, cucumbers, squash, green beans, peppers...were planted. (INSERT PHOTO 5) Finally! The summer of 2021 provided a successful harvest. One of the RMH employees helped out by keeping watch on anything ripening and picked the produce, placing it in the family kitchen for residents' use. (INSERT PHOTO 6)

Using the Scoring Rubric

The Scoring Rubric is designed to guide you and the judges in looking for specific information. Some of the scoring points receive just a few points; others receive significantly more. Fractions of points may be given when judging, especially in a close competition. As you review your initial writing, be sure to look at each scoring point to ensure you have included clear, concise details covering that point. Adjust your application as necessary.

**NGC Awards Program
General Scoring Rubric**

	Maximum Points	
Presentation	5 Total	_____
Cover sheet included with all sections completed	2	
Application adheres to 3 single page limit unless other size specified in award description	2	
Application neat and concise	1	
Achievement	65 Total	_____
Meets NGC Mission & Goals	6	
Scope of project defined	4	
Need identified	7	
Benefit to target (members/recipients/community/etc.)	10	
Accomplishment of goals	8	
Comprehensiveness of work	6	
Activities to attain goals explained	8	
Evaluation of goals reached	4	
Educational	3	
Prior Planning	4	

Rubric Review — a very important step!

This step should be completed prior to inserting photos. The number of photos you can use will depend on the amount of text you have!

Be sure to use the correct rubric for the award you hope to win!

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5 Total _____

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Ask another person to read your application while considering the designated scoring rubric. Are there places where you could add just a bit more information to make your application stronger?

Photo Enhancement

Adding photos to your application will provide the visuals to show the actual work that has been done. When adding photos, remember the total amount of pages is critical. Any application not adhering to the set guidelines will be disqualified. Determine which photos will truly enhance the telling of your story. Three to five photos are normally sufficient. By adding those where they fit into the text you can avoid the need for adding labels for the photos. Please be sure the photo of your “finished product” is a top-quality photo as these may be pulled from your application to use in a presentation of NGC winning awards!

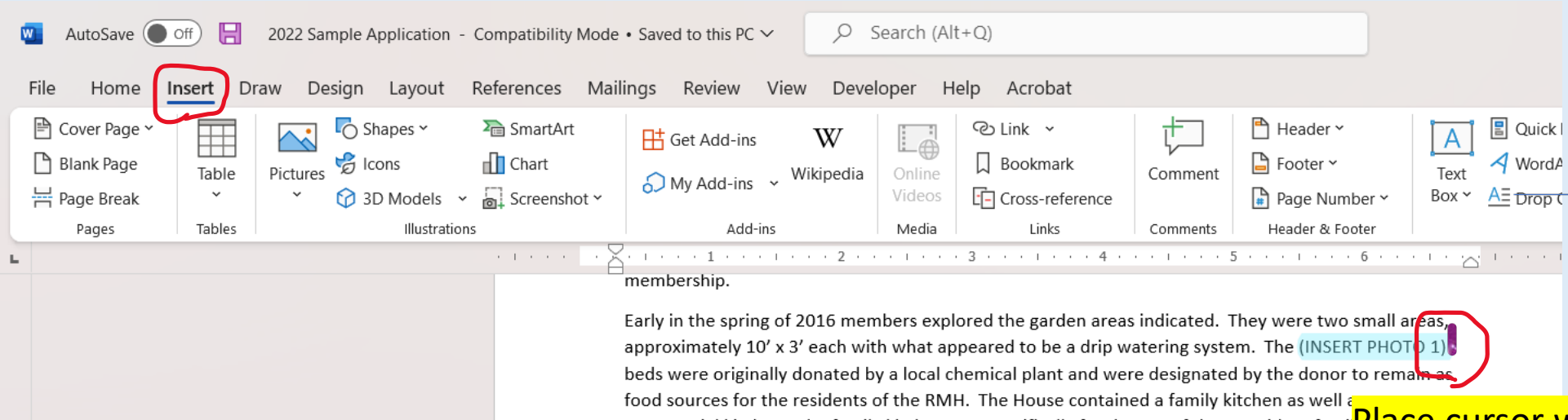
The focus of each photo should be on the work taking place, not the people. Avoid posed photos when possible.

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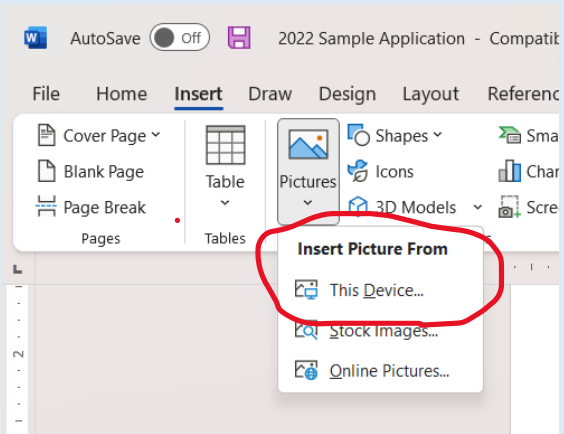
Typically, the first photo will be a “before” photo.

Early in the spring of 2016 members explored the garden areas indicated. They were two small areas, approximately 10' x 3' each with what appeared to be a drip watering system. The (INSERT PHOTO 1) beds were originally donated by a local chemical plant and were designated by the donor to remain as food sources for the residents of the RMH. The House contained a family kitchen as well as a commercial kitchen. The family kitchen was specifically for the use of those resident families who wanted or needed to prepare special meals for themselves or a family member while residing at the RMH. The idea was that these gardens would provide a source of fresh produce as much as possible through the year. Since this area of Georgia has a long growing season, hopes were high that fresh food could be available as much as nine months of the year.

Inserting photos within the text

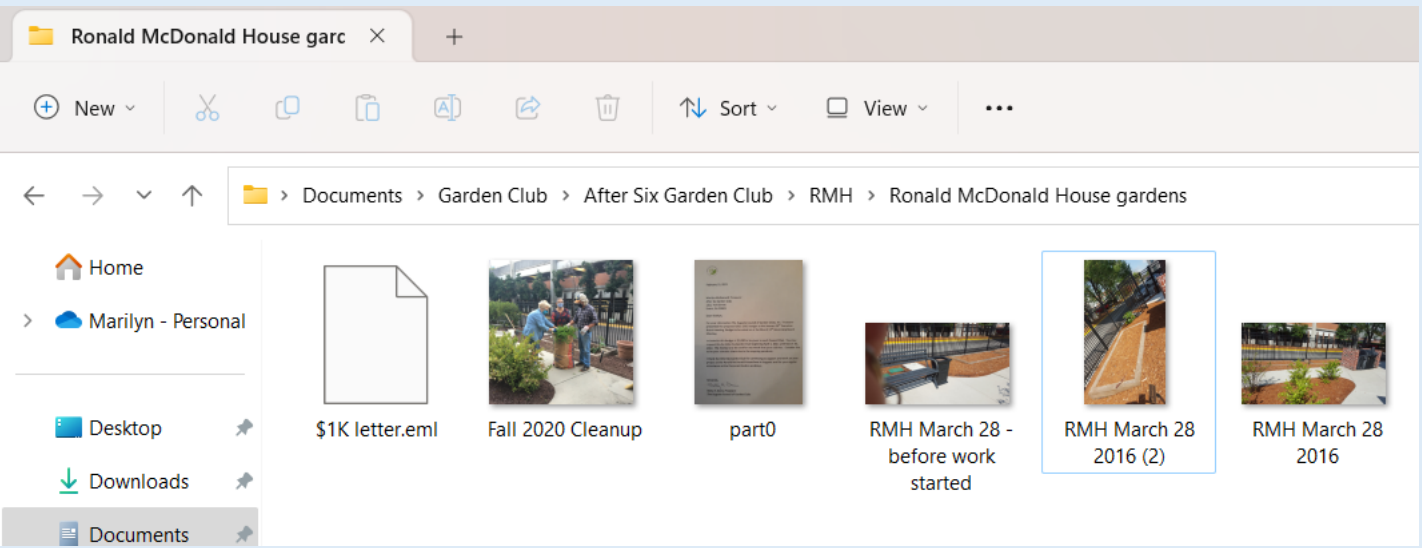
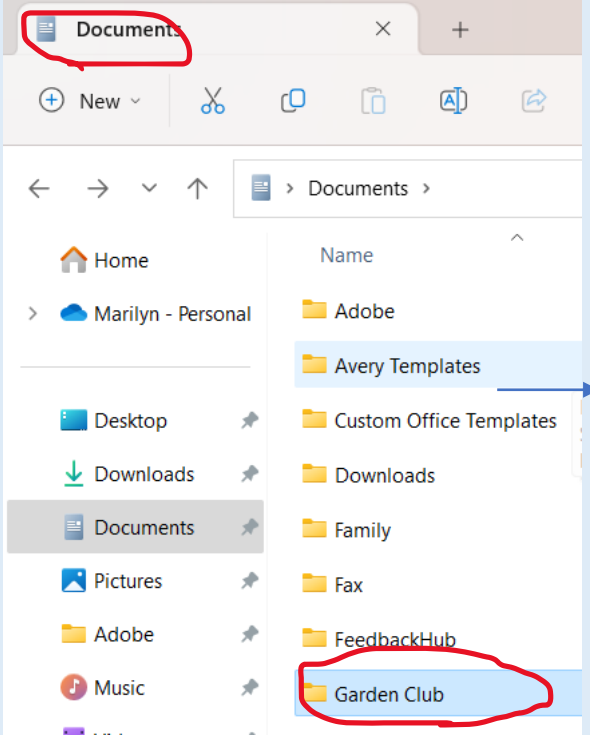


Place cursor where you want the photo.

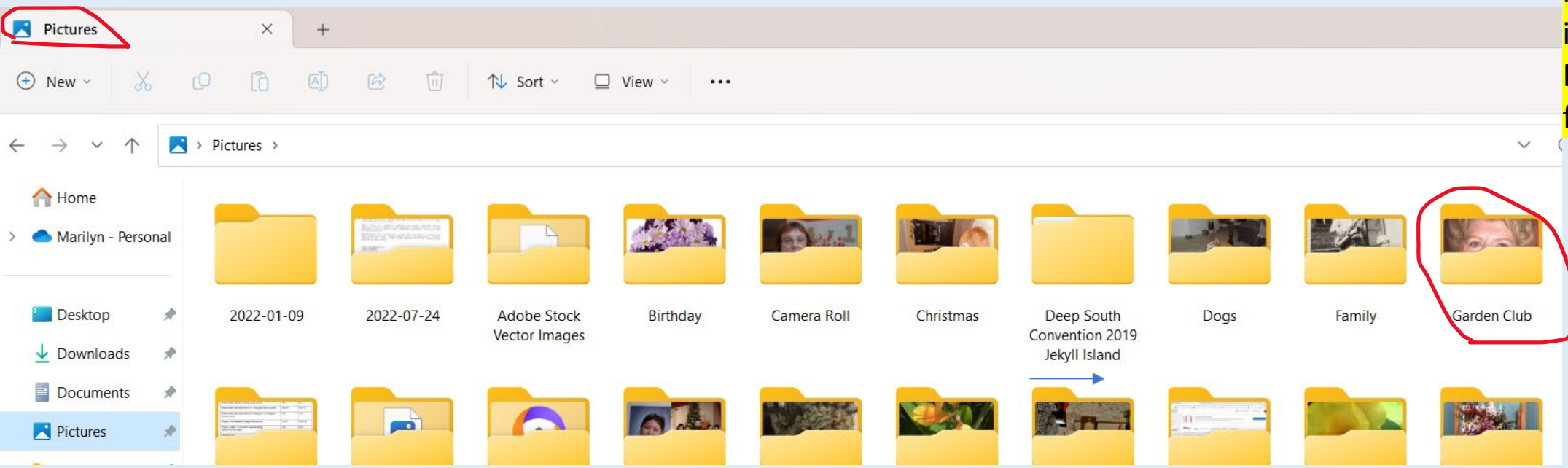


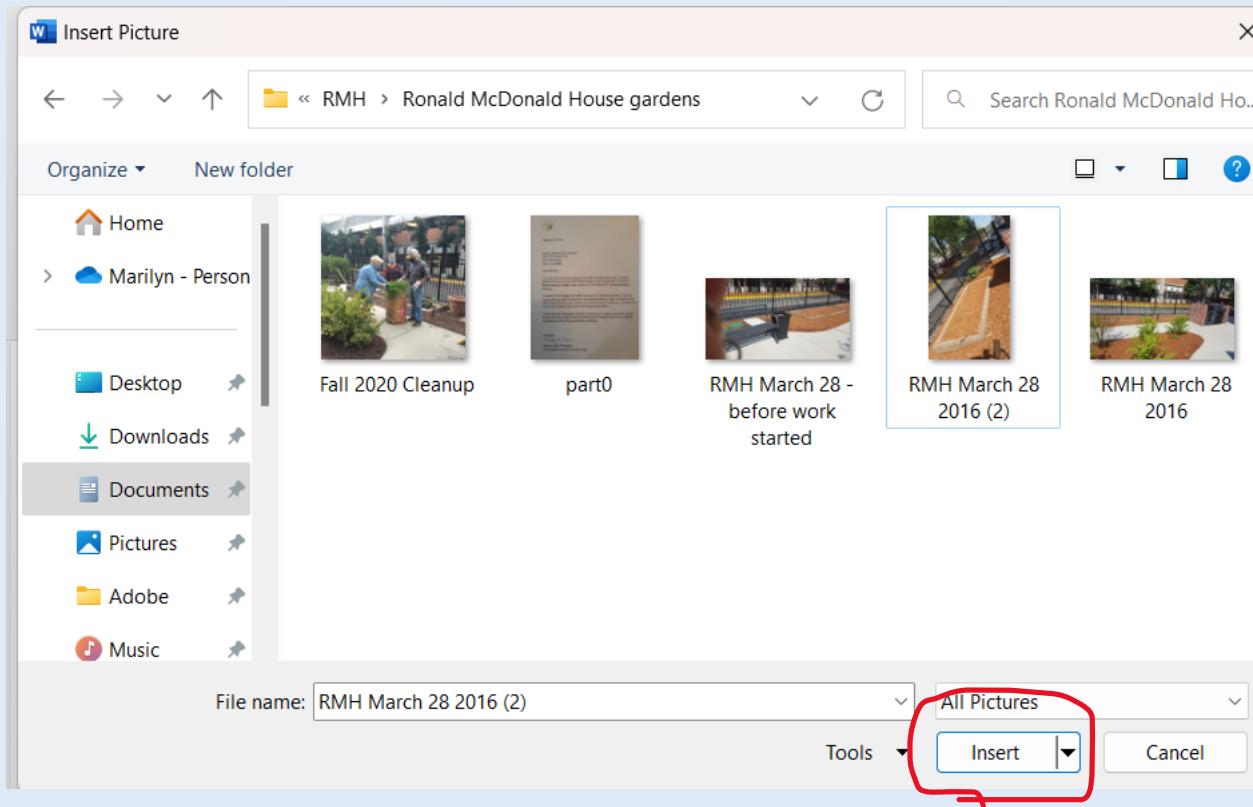
Select Insert, then select This Device.

Inserting photos within the text



Find the photo you want to use. You may have saved it in your Pictures files or you may have it in your Documents files.



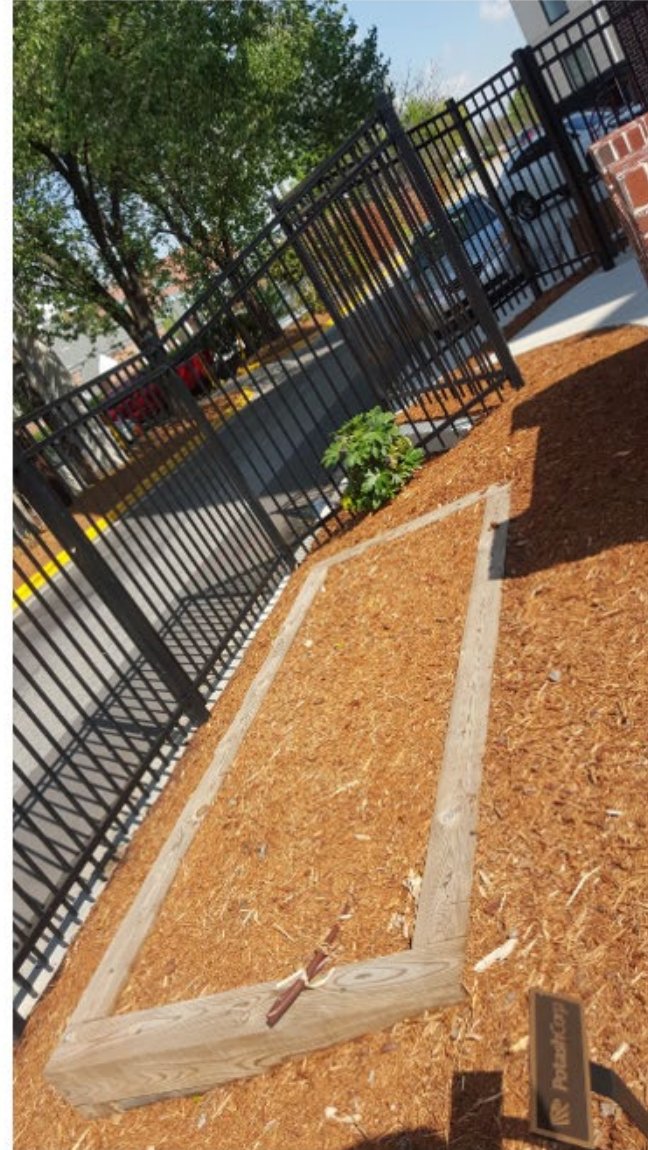


After finding the correct photo, select (highlight) that photo and select Insert.

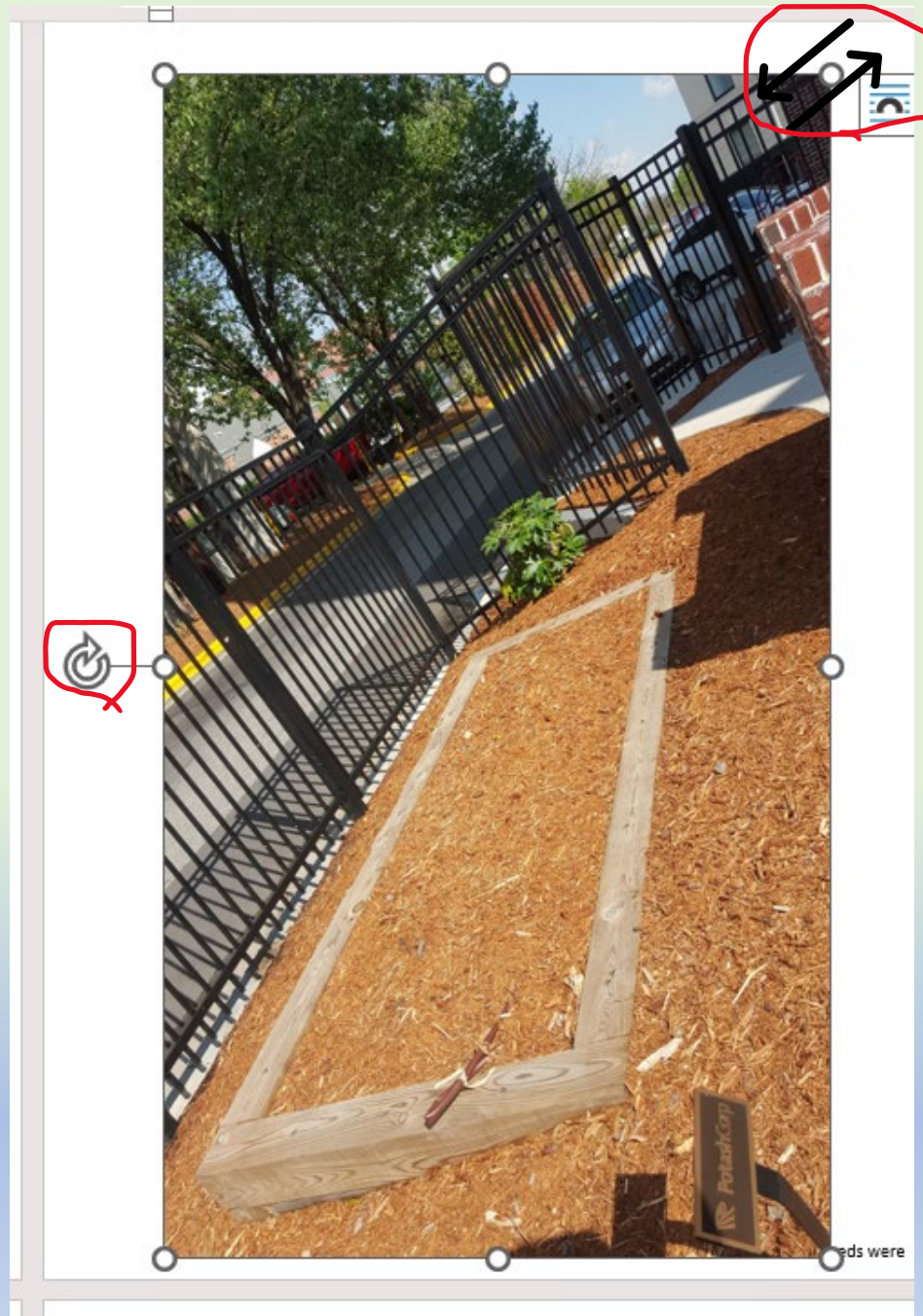
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Early in the spring of 2016 members explored the garden areas indicated. They were two small areas, approximately 10' x 3' each with what appeared to be a drip watering system. The [\(INSERT PHOTO 1\)](#)

Photo will be much larger than you can use in your document, so you will need to resize it.



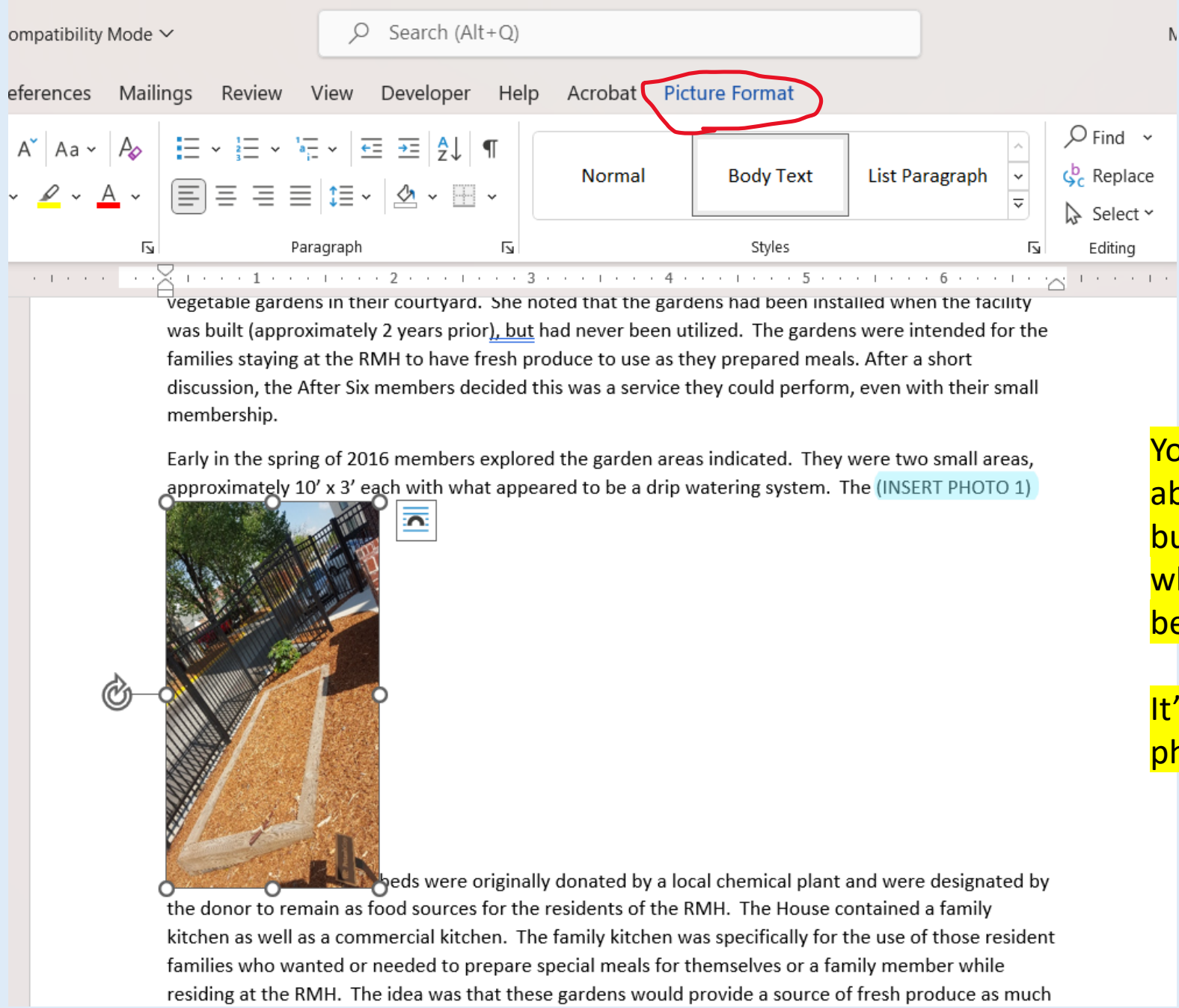
beds were



Click on the photo. Circles will appear.

Placing the cursor on any empty circle allows you to increase or decrease overall size of picture.

The circular arrow allows you to rotate the photo in any direction, to any degree you would like.



Your photo is now about the correct size, but it is certainly not where you need it to be.

It's time to relocate the photo!

Inserting photos within the text -- location of picture

The screenshot shows the Microsoft Word interface. At the top, the ribbon is set to 'Picture Format', which is circled in red. Below the ribbon, the 'Picture Styles' gallery is visible. On the right side, the 'Position' task pane is open, also circled in red. It shows two options: 'In Line with Text' and 'With Text Wrapping'. The 'With Text Wrapping' option is selected, and a blue arrow points to the 'Square' icon in the grid. The main document area shows a paragraph of text with a photo of a garden bed inserted. The photo is currently in the 'In Line with Text' position. The text in the document includes: 'vegetable gardens in their courtyard. She noted that the gardens had been installed when the facility was built (approximately 2 years prior), but had never been utilized. The gardens were intended for families staying at the RMH to have fresh produce to use as they prepared meals. After a short discussion, the After Six members decided this was a service they could perform, even with their small membership. Early in the spring of 2016 members explored the garden areas indicated. They were two small areas approximately 10' x 3' each with what appeared to be a drip watering system. The (INSERT PHOTO) beds were originally donated by a local chemical plant and were designated by the donor to remain as food sources for the residents of the RMH. The House contained a family kitchen as well as a commercial kitchen. The family kitchen was specifically for the use of those resident families who wanted or needed to prepare special meals for themselves or a family member while...

Select Picture Format at the top, then Position, then select the position closest to where you want the photo. You will slide it into place from there.

Inserting photos within the text – location of picture

Adjust

- Color
- Artistic Effects
- Transparency
- Compress Pictures
- Change Picture
- Reset Picture

Picture Styles

- Picture Border
- Picture Effects
- Picture Layout

Accessibility

- Alt Text
- Position
- Wrap Text
- Bring Forward
- Send Backward
- Selection Pane

Size

Crop: 1.54", 2.74"

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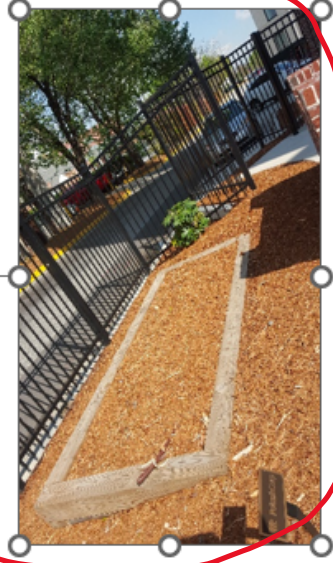
Unfortunately, this trend continued despite our best efforts, with an occasional tomato or pepper



The center right was selected, so now simply put the cursor on the photo, left click and slide into place

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In place, but still too large.

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Decreased size of photo to fit size of paragraph. Removed reminder note to Insert photo.



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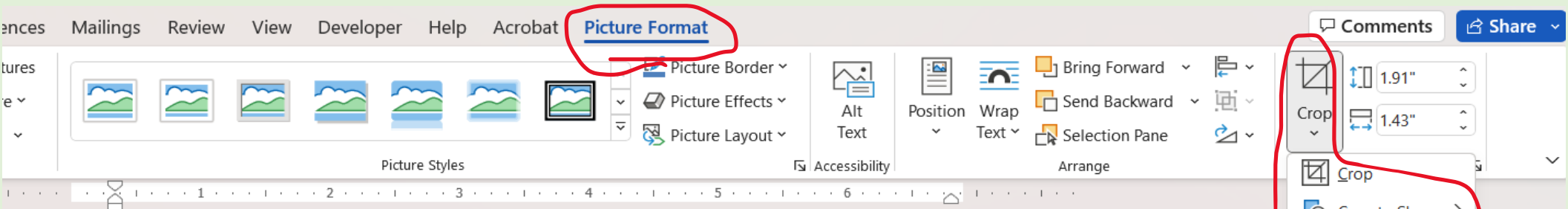
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Photo too large for space it should occupy.



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Crop photo to eliminate unnecessary parts and emphasize what you want the judges to see. Select Picture Format>Crop>Crop. Short, dark lines will appear on sides and at corners of photo.

Place the cursor on any of the dark lines near the portion you want to eliminate. Mark for cropping (H) will appear. Left click and pull photo in or out to cut off what you want to eliminate.

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Completed cropping of photo. Much better fit with paragraph and emphasizes appropriate content. To be sure each photo remains with the describing paragraph once again select Picture Format>Wrap Text>Move with Text.

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More information on how to place the photo where you want it to be.

Picture Styles

Picture Border ▾
 Picture Effects ▾
 Picture Layout ▾

Alt Text
 Position ▾

Bring Forward ▾
 Send Backward ▾
 Selection Pane

Wrap Text ▾



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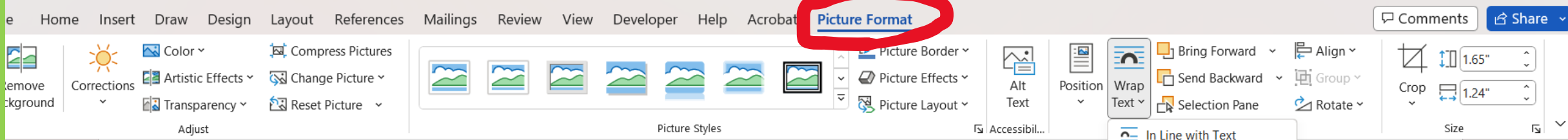
Wrap Text ▾

- In Line with Text
- Square ←
- Tight
- Through
- Top and Bottom
- Behind Text
- In Front of Text
- Edit Wrap Points
- Move with Text
- Fix Position on Page
- More Layout Options...
- Set as Default Layout

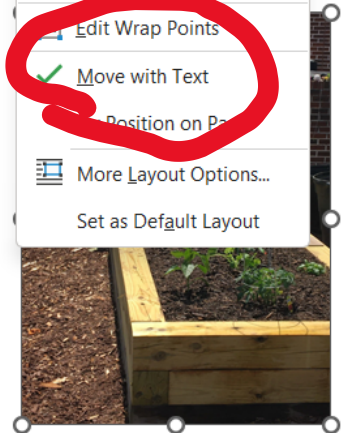
Inserting photos within the text – Wrap Text

To align the photo with the text, you will Wrap Text.

Usually in a document like this you will use Square or Tight.



As soon as the repair project was completed in the spring of 2021, 5 of the current 11 club members reported to the garden again with vegetables and herbs in hand for planting. With fingers crossed, tomatoes, cucumbers, squash, green beans, peppers, and herbs were planted.



To be sure your picture remains with the appropriate descriptive paragraph, select Picture Format> Wrap Text, then check Move with Text.

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Photo too close to text after Wrap.

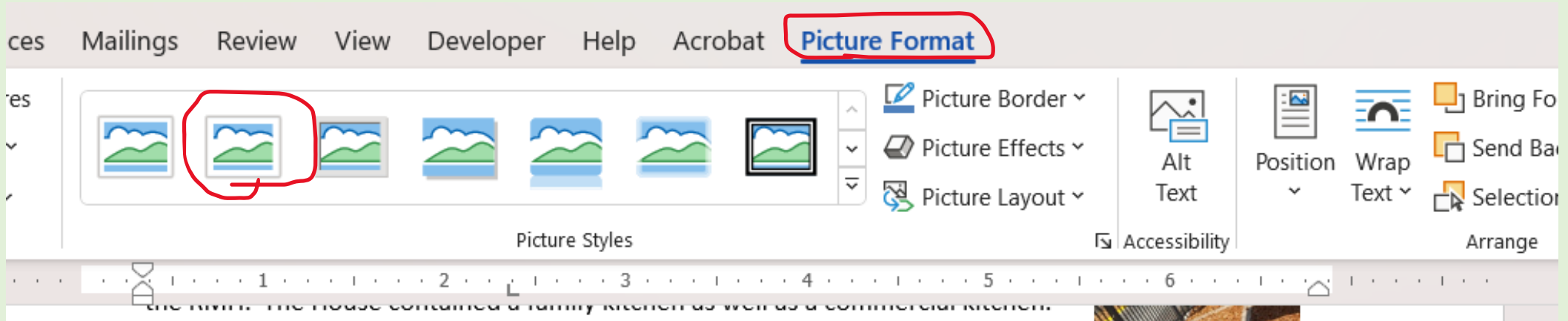


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Adding a photo frame is an easy way to push text further away from photo edge. Select Picture Format, then choose from Picture Styles shown.

Final Appearance

Now that you have written your story, included all points from the scoring rubric, and added beautiful photos to really show your project, it's time to check the overall appearance of your application. Remember that the judges can be influenced by the care you take in making the appearance visually pleasing.

Add header.
Select Insert,
then Header
& Footer.
Good to add
number of
Award and
name of
Garden Club.
Add page
number for
Footer.

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Note paragraph
on funding; no
photo, but
extremely
important
information.

All photos inserted; header added; application with photos only uses 2 pages, so enlarge text and photos.

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Text and photos enlarged. Print now at Calibri 12. Emphasize the final product by enlarging that photo the most. Overall look still needs improving—jagged ends of lines within paragraphs.


Viewing all pages at once

Font Paragraph Drawing Editing Adobe Acrobat Voice Designer

G-8 Application After Six Garden Club


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To get a look at the overall appearance of all the pages together as you saw on the previous slide, slide the page size indicator at the bottom right of your screen to the left. This will decrease the page sizes and give you a quick overview of the appearance.

G-3 Application

After Six Garden Club

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G-3 Application

After Six Garden Club

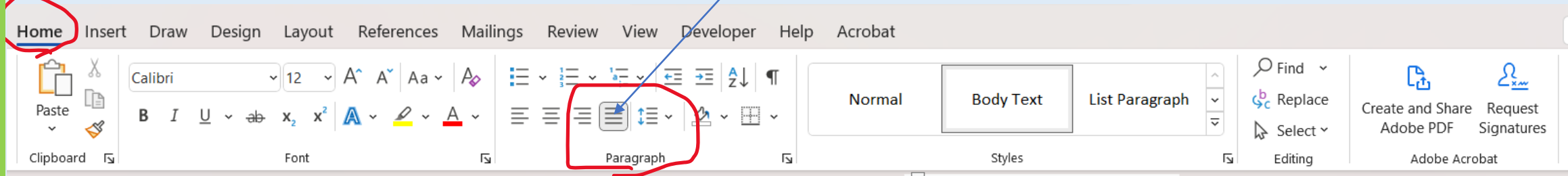
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Font enlarged one size, photos realigned; still looks a bit awkward.

Justify



Overall Appearance – Smoothing Lines

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Selected Home, then Justify in the Paragraph section to align all paragraphs for a smooth, finished look.

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Be sure to go back through and correct any spelling or grammatical errors shown by Word. Also, it's good to have someone else read over your text for clarity and editing.

You have experienced pride in a completed project and you can experience pride in a well-written award application by following the suggestions in these slides.

Remember that important last step of having another person review your application, preferably someone not familiar with the project so they can read with an objective view. Carefully consider any suggestions they might have to make your application earn more points.

Your state chairman may even ask you to “beef up” some parts of your application after you have submitted it to them. This is perfectly acceptable! Just be sure to adhere to the page guidelines and submission deadline to NGC!!

Happy Applying!