

Award Application Rules and Procedures

- For these awards, there is a three (3) page limit on the application, using only the front of the page.
- A three-page application may have a cover sheet with just the identifying information requested by national on it. If you choose to have a cover sheet with this information on it, DO NOT PUT OTHER APPLICATION DATA OR PHOTOS ON THE COVER SHEET. That would give you a four-page application which is not allowed. Three full pages and a cover sheet are permissible, or three full pages in total, with the application information listed at the top of the first page.
- Your state awards chairman may use the state's cover page or state's award application form, if all the information requested on the NGC form is included.
- Binders and vinyl sheet protectors are no longer required or allowed.
- Applications will not be returned; do not send postage.
- Applications may be submitted electronically (single copy) or by hardcopy (include the original and one copy) to the State Awards Chairman and National Chairman where applicable. (Your state and/or region may not permit electronic applications)
- When the same project is eligible for various awards, do not submit an exact duplication of the application. (Please do not submit one application and indicate that it may qualify for more than one award, you must submit a separate application for each award applied for, and must strongly emphasize the aspects of the project that meet the criteria of that particular award)
- Keep a copy of the application for your records.
- A garden club may submit one application in its size category for each award sought. A state garden club may submit one application in its state size category for each award sought.
- CATEGORIES BY SIZE:
Garden Club applications shall be judged according to size determined by number of members for whom NGC and state dues are paid, including Active, Associate, Inactive, Honorary, etc. Sizes are:
 - i. Small Club: 29 members and under
 - ii. Medium Club: 30-59 members
 - iii. Large Club: 60-99 members
 - iv. Ex-Large Club: 100 members+
 - v. (If award permits groups of clubs, councils etc. to apply)

State Garden Club applications shall be judged according to size determined by number of members on whom NGC dues are paid, including garden club members, Affiliates, State Life Members, etc.

- i. Small State: 999 members and under
- ii. Medium State: 1,000-2,999 members
- iii. Large State: 3,000-7,999 members
- iv. Ex-Large: 8,000 members or more

General Scale of Points for NGC Awards

Any award that uses a different scale, will have that scale listed with that award description.

Presentation 5 pts.-neat, concise, includes all required information on the NGC Awards Application Form (3 sheets allowed)

Achievement 65 pts.- scope of project; need and fulfillment; benefit; accomplishment; comprehensiveness of work; activities to attain goals; evaluation of goals reached; educational; prior planning; very brief history if continuing project; financial report; other.

Participation 15 pts.- size of club; involvement of members, community, government agencies, professionals, youth, residents in Facilities, others. Not all of these must be involved.

Record or Documentation 15 pts.- supporting data (as applicable). Clear, well-labeled and neatly attached before & after photographs if applicable, landscape plan (does not have to be professionally drawn), financial report, letters of appreciation, community awards, newspaper/magazine articles (if possible), radio or TV script (if possible) etc. Photocopies are permitted.