

Florida Federation of Garden Clubs

Awards Application Explained

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ELIGIBILITY:

A. Only Florida Federation of Garden Clubs members are eligible to apply for FFGC awards unless otherwise stated in the award description. Members are: member garden clubs, groups of member clubs, and individual members of garden clubs. Junior, Intermediate, High School Garden Clubs, Individual Youth must be sponsored by a member garden club to be eligible for specific FFGC and NGC awards.

B. No club/s, circle/s, or individual/s may win the same award two years in succession; however, when it is an award for an individual project, a different individual in the same club or circle may win in successive years.

When the same project is eligible for various awards, submitting exact duplication of the application is not acceptable. A significant change must be evident in the summary regarding the projects.

SUBMISSION:

Applications must conform to the following required criteria:

There is a three (3) page limit, using only the front of each page of the FFGC Award Application Form plus two (2) additional pages. (There are a few exceptions to this 3 page limit and they will be listed with specific awards).

If a Scale of Points is included under an Award description, address topics listed on the Scale of Points along with any supporting data and photographs. If no Scale of Points is listed, use the Basic Scale of Points at the end of the Awards Rules.

Binders and vinyl sheet protectors are not required or allowed. Staple the three pages together at the upper left corner.

Computer generated entries are advised. If the preparer is deficient in computer skills, entries may be cut and pasted by hand. However, a clear, color copy of the hand-generated entry should be mailed. Since entries will not be in binders or plastic sleeves, glued or taped documentation could fall off or be lost. Applications will not be returned. Exceptions noted in the award description.

PROCEDURES FOR APPLYING AND DEADLINES:

The FFGC Award Application Form and documentation for all adult FFGC Awards must be sent to FFGC Headquarters to arrive **on or before the Wednesday before the first Thursday in December**, except where noted in the award description.

1. Complete the FFGC Award Application form - 3 pages only.
2. Mail **TWO COPIES** of the Award Application directly to FFGC Awards Chairman at FFGC Headquarters (1400 South Denning Drive, Winter Park FL 32789-5662).
(There have been some changes to this rule in 2015-2017 and most Award Applications are to be sent directly to FFGC Headquarters. Any exceptions to this rule will be noted in the award description.)
3. Deadline for submission is Wednesday before the first Thursday in December, unless otherwise noted in award description.
4. Make and keep one copy of the entire application for your records.
5. Make a copy of the first page of the application and send to your District Awards Chairman.
6. **Some exceptions to this procedure include:**

- Award #11 Yearbooks - complete the necessary information on the FFGC Award Application form (top part only). Refer to Submission Requirements under detailed listing and send to FFGC Third Vice President (fill in information for the current Third Vice President) by **November 1**.
- Awards #12 & #13 Publications - Submit entries with one Application Form. Questions on the Application Form must be answered. Details are important. Submit to FFGC Publications Chairman (fill in information for the current Publications Chair) by Wednesday before first Thursday in December. Award #62 Mary S. Compton Awards for Publicity Press Books - complete the necessary information on the FFGC Awards Application Form (top part only). Prepare a Book of Evidence. No limit on number of pages. Submit to Current FFGC Publicity Press Book Chairman (Name and Address) by **January 15**.
- Flower Show Achievement Awards - submit entries to Current Flower Show Chairman (Name and Address) by December 1.

Common errors on application form cont.

What happens if my award application arrives late?

It will not be judged.

NOTE: Make 2 copies. Application form is limited to **three printed pages**, (this application page and two additional pages) – **front of pages only** unless otherwise noted. (**No** report cover, binders, or plastic sheets allowed.) Staple the left hand corner.

2 Hard copies only; no electronic submissions (unless requested).

Common Question answered

Applications and Books of Evidence **will not be returned** except where noted in the award description. Judges comment form will be given to the Garden Club after the FFGC Convention.

Copy entry for your files.

Mail entries to FFGC Headquarters- **unless otherwise noted** in the award description to arrive no later than first Wednesday in December. (*Deadlines have exceptions and they are noted in the description of the award*)

Please, do not send by registered mail.

Application Form

Name of Garden Club, Individual/Group: _____ (Enter name **exactly** as it should appear on the award) *Double check the spelling and name*

District: _____ City: _____ # of Club/Circle Members: _____
(You can find out your clubs membership total from your Club's Treasurer)

Club President: _____ Phone: _____ email _____

Person Preparing Application: _____

Phone: _____ email: _____

**Instructions for filling out information
Lines 1 - 7**

Please *complete* each topic, if applicable.

Use *numbering as below* when completing form.

(ex. Some clubs write a summary and do not address each topic separately. While the information is often in the summary the judges have a difficult time discerning what topics you have answered.)

The FFGC application form has an easy to follow format but should be read several times to be certain you have not missed a detail. The application form is fillable and you can delete and edit directly on the form.

1. New Project? Yes ___ No ___ (FILL this out)

Beginning Date: _____ Completion Date: _____

Yes or No

Beginning Date- even if this project has been done before when did you begin working or planning on this project again.

Completion Date: when did you finish this project?

2. Have you applied for any other awards for this project?

Yes ___ No ___

If yes, list other awards applied for.

Simply list the Award number and name

3. Brief summary **and** objectives of project

Write a descriptive statement about what the project is and entails.

ex. Butterfly educational project was established to educate and community members on butterfly gardening.

Objectives: a thing aimed at or sought;

A common way of describing goals and objectives is to say that :

Goals are broad

Objectives are narrow

Goals are general intentions

Objectives are precise

Goals are intangible

Objectives are tangible.

Goals are abstract

Objectives are concrete.

Goals are generally difficult to measure

Objectives are measurable

Educational objectives are much more specific. They include measurable verbs and criteria for acceptable performance or proficiency regarding a particular subject. For example, "By the end of this project, members/community will create a sustainable Butterfly Garden in our local Community Garden and each participant will be able identify plants that are suitable for butterflies to obtain nourishment and host plants in which they lay their eggs."

For further information on how to write objectives, you can perform an



4. Involvement of club members, other organizations, etc.

#4 is your Club’s assessment of how well you Engaged club members and those potential club members in your Community. This would not be included in assessing your award if it wasn’t important.

When in the planning stages of any project, a question you may want to ask is: How can I make this event or project more inclusive with the entire membership? “the More the Merrier”, Getting members actively engaged builds confidence, leaders, teamwork and is so much more FUN!

Judges look at how many members or percentage of members that participated in your projects.

Even engaging members to scout out ideas, materials, bouncing ideas around, baked goods, etc...can be included in involving your members in the project.

Participation15 points

Size of club, involvement of members, youth, community, professionals, residents in facilities, others. Not all of these have to be involved.

THINK like a Judge!

5. Project expenses and means of funding

Once again...This would not be included in assessing your award if it wasn’t important.

Sometimes the project didn’t cost a penny..Explain why!

Start up money for project: explain which fund of your Garden Club Budget the money came out of, even if this is a ticketed event and you use the money raised to pay for more of your expenses at the end. If you have donations for this project to get off the grounds that is something you should include. Member and Community Participation is welcomed.

Project expenses: printing, food, beverage, tools, items for crafting, signage, publicity, transportation...the list goes on... as mentioned earlier donations should be included in your expense report. You can include your financial report as

evidence. Record or Documentation.....15 points

Supporting data (as applicable) clear and well-labeled, clear before and after.

6. Continuing involvement, follow up, maintenance

Once again...This would not be included in assessing your award if it wasn't important.

Why is this important??? Continuing involvement, follow up, maintenance

You have a vision or objective for your project, you have proven involvement and funding...but a vision goes beyond the project and one that should be discussed as you begin the project.

Did you give participants idea sheets to take home with to continue their education?

If a garden was started, how will it be maintained?

Give "Continuing involvement" a thought when you are starting a project, every chair should have a copy of the awards application and complete description and information for the Award applicable to their project..this will allow them to plan ahead and have an excellent experience.

Have you ever tried to take a BEFORE picture AFTER the project is over?

How about rounding up all those articles that were your publicity proof?

What about gathering all those receipts you collected all year planning this event?

Try getting a list of all the attendees if you didn't have a sign in area.

What is that Quote my teacher always said?

"Fail to Plan, Plan to Fail"

Your program begins as soon as you do, and follow up is the key to any program...even if all you have is attendees fill out a questionnaire at the end. Now you can invite them to another event at your Garden Club.

7. Attach or insert photos, evidence, and/or landscape plan (does not need to be professionally drawn)

Attach or insert Photos

If you have a computer you can download photos - click and paste - insert..great! Those that do not, you can have the photos printed, and then resize them on your printer. Cut, Paste, and once you have it the way you want make a final copy. By making a copy, you will not have any of your pasted items fall off.

Evidence

Publicity, online, newspapers, air dates and channel of TV News Program, tickets, inserts etc... Supporting data (as applicable) clear and well-labeled, clear before and 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.

You can reduce their size as you did with pictures.

and/or Landscape Plan (does not need to be professionally drawn)

Think Like A Judge **You want to score close to 100 points**

Basic Point Scoring

Presentation 5

Neat, concise, all information included on the FFGC Awards Application Form (3 sheets allowed) or in the Book of Evidence (if required).

5 points for Presentation: Neat, Concise, ALL Information included on the FFGC Awards Application Form.

Make it easy for a Judge to evaluate your award by following each step on the Awards Application.

“Think Like A Judge” cont.

Achievement.....65

Size and scope of project, need and fulfillment, benefit, accomplishment, comprehensiveness of work, activities to attain goals, evaluation of goals reached, educational value, prior planning, very brief history if continuing project, financial report, other.

Achievement is 65 points

Well that is a game changer!

Yes, neatest and pretty is necessary = 5 points

CONTENT is more important = 65 points

So when filling out Lines 1 - 7 think of “Content” in the following areas

Size and scope of project

Need and fulfillment

Benefit

Accomplishment

Comprehensiveness of work

Activities to attain goals

Evaluation of goals reached

Educational value

Prior planning

Very brief history, if continuing project

“Think Like A Judge” cont.

Participation.....15

Size of club, involvement of members, youth, community, professionals, residents in facilities, others. Not all of these have to be involved.

15 points, a great many more than 5 pts...for Appearance

Size of club

Involvement of members, youth, community, professionals, residents in facilities, others.

Not all of these have to be involved.

*Once again **Lines #4 and #6** should concisely explain how important you make involvement in a project. It is worth **15 points**.*

Record or Documentation.....15

Supporting data (as applicable) clear and well-labeled, clear before and 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.

There it is again that while appearance is necessary...CONTENT is more important.

Supporting data (as applicable) clear and well-labeled

Clear before and 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.

“Think Like A Judge” cont.

Writing Awards can be easy if you organize yourself from the very beginning.

Remember 3 judges are reviewing what you have written.

So ask yourself:

Have you filled out the top portion of application correctly?

Have you responded to all 7 item lines, clearly, concisely and in order of appearance?

Answer one line at a time in order, use the numbering system provided. Make it easy for the judges to follow your incredible application for an award. Think Like A Judge.

Basic Point Scoring

Presentation 5

Neat, concise, all information included on the FFGC Awards Application Form (3 sheets allowed) or in the Book of Evidence (if required).

Achievement.....65

Size and scope of project, need and fulfillment, benefit, accomplishment, comprehensiveness of work, activities to attain goals, evaluation of goals reached, educational value, prior planning, very brief history if continuing project, financial report, other.

Participation15

Size of club, involvement of members, youth, community, professionals, residents in facilities, others. Not all of these have to be involved.

Record or Documentation.....15

Supporting data (as applicable) clear and well-labeled, clear before and 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.

Total: 100