

How to Create an Award Application

- Start by considering the projects your club supports – both ongoing as well as “one time”
- Any VFGC member may complete an award application, but it should go through the club awards chairman or club president to be sent to the district awards chairman by the December 1 due date. Note some of the youth awards like poetry are due earlier.
- Review the district list of awards to see which one best suits your project. If the district doesn't offer one, consult the state web site: www.viriniagardenclubs.org; or the regional: www.southatlanticregionalgardenclubs.org or the national: www.gardenclub.org for their awards pages with lists of awards. The state website awards page has links to these.
- Note that not all district awards will have corresponding state, regional and or national awards. You may apply directly for a state, regional or national award, but the application still goes to the district awards chairman by Dec. 1st.
- Download the award application cover sheet from the state web site awards page. Award reference numbers go into the spaces indicated at the top of the application cover sheet. The required reference numbers may be found at the end of the award descriptions. Letters indicating club size follow the award number. For example, the state award for a small size club applying for the butterfly award would be S-15 i.
 - A small club has 20 or fewer members and is designated i
 - A medium club has 21-50 members and is designated ii

- A large club has 51 or more members and is designated iii
- Two or more clubs working together is designated iv
- Consult the correct point scoring rubric and include information requested. These rubrics are on the state website and national.
- Write the story of your project from inception to completion, focusing on events in this calendar year.
- Insert 3 to 5 clear photos, depending on space available. If you can fit the photos into the text, you may not need captions. Font may be no smaller than 10, and 12 is better.
- Avoid faces and posed shots. Action is better and before and after photos are very important. Some awards require a landscape plan (does not need to be professionally drawn).
- A project can be submitted for more than one award, although the application must be different. Submitting exact duplication of the award application will lead to the disqualification of both.
- You are allowed only 3 pages plus the cover sheet. Use all the space you have.
- Awards which do not use the VFGC award application cover sheet are the Member Award of Honor, Flower Show Achievement Awards, Youth contests (Y-2 Smokey Bear/Woodsy Owl Poster Contest, Y-3 High School Essay Contest, Y-4 Poetry Contest, Y-5 Sculpture Contest and S-4, Membership Awards (S-6 and S-33), District Club Smokey Bear Woodsy Owl Poster Awards S-9, S-37) , Penny Pines Award (S-11), VFGC Life Membership Award (S-12), and Publicity Press Books (S-48).