FEDERATED GARDEN CLUBS OF NEW YORK STATE, INC. AWARDS APPLICATION 2024-2025

Award Name:

Number (if applicable):

Submitted by:

Name of Garden Club:

(Enter name exactly as it should appear on any award received)

Number of Members in Club:

President of Club or Award Chair Name:

Street Address of Garden Club or above:

City, State, Zip:

Contact Phone Number: **Contact Email:**

Name of District Awards Chair:

Mailing Address of Awards Chair:

City, State, Zip:

Phone number: **Email:**

Awards Application Instructions and Information:

(For State Awards Chair information and Deadlines: See https://fgcnys.com/AwardsandForms.html)

Deadlines for your application:

- To your District Award Chairman: **October 1st**
- To NYS Awards Chairman/Coordinator: **November 1st**
- Note: If Flower Show was held after October 15th, the Deadline is November 20th
- Publicity/Press Books to State Chairman: **January 15th**
- Award of Honor to State Chairman by **January 15th**

Please complete each numbered topic, if applicable. Use numbering below when including your information with completed application form.

1. New Project: Yes ☐ No ☐

Beginning date: Completion date: Ongoing: ☐

2. Write a Brief Summary and explain the objectives of the project
3. Describe involvement of club members, other organizations, etc.
4. Project expenses and means of funding
5. Continuing involvement, follow-up, maintenance
6. Include digital photos, and/or landscape plan (does not need to be professionally drawn).

*****The State Application is limited to 3 pages, front only.**

- Page 1: The Application
- Page 2: The Written Description and Budget, plus #2-5 above
- Page 3: More space for Page 2 Details. Include any photos, drawings, or other info to support your application
- No report covers nor binders are allowed. No plastic sheets are allowed
- Application form will not be returned. Please copy your entry for your files.

If mailing anything, please send it First Class with tracking and insurance. Inform the person who will be receiving your application. Let them know when to expect it. Protect your Club from disappointment.

To Complete this form online

1. Download and save the form to your Computer noting where you save it. 2. Fill in your information on your saved copy. 3. Save it again with an abbreviated name of the Award, Date, Your Club. 4. Close the form before attaching it to the email you send to the Award Chairmen.