



# **GARDEN CLUB FEDERATION OF MASSACHUSETTS (GCFM)**

## **State Award Submission Tips as of November 2023**

**Email for Questions:** [GCFMStateAwards@gmail.com](mailto:GCFMStateAwards@gmail.com)



**This presentation covers GCFM  
State Awards.**

**This does not cover the award process for:**

***Flower Shows, Cindora Goldberg Award,  
Civic and Historic Grants, or  
Youth Poetry/Poster/Sculpture Contests.***

**If you are applying for those items, please  
contact the Chair and they will assist you.**



## Contact Information for Other Awards:

Awards - Flower Show	Gail Hubacker	<a href="mailto:ghubacker@gmail.com">ghubacker@gmail.com</a>
Awards - Cindora Goldberg	Minal Akkad	<a href="mailto:minal_flower@yahoo.com">minal_flower@yahoo.com</a>
Civic and Historic Grants	Leslie Frost	<a href="mailto:frostandover@verizon.net">frostandover@verizon.net</a>
Scholarships	Joscelyn Varieur	<a href="mailto:cousinjos@gmail.com">cousinjos@gmail.com</a>
Helen Friedberg Scholarship	Sandra Tosches	<a href="mailto:jerrytosches@msn.com">jerrytosches@msn.com</a>
Poetry, Poster, Sculpture	Nancy Martin	<a href="mailto:nancymartinmailed@gmail.com">nancymartinmailed@gmail.com</a>

# State Awards - How To Start:



Read through the **awards criteria/descriptions** carefully.  
[Go to https://www.gcfm.org](https://www.gcfm.org) – Look for “Awards - State Awards”

**Pick out awards** for which your club might be eligible.

**Print, download, or copy/paste the application** form into a document so you do not miss anything.

Read through these “*Tips for a Strong Award Application*” and make notes! (replay will be available on website)

# GCFM Awards Form (3 pages)



The Garden Club Federation of Massachusetts  
400 Fifth Ave., Suite 110, Waltham, MA 02451  
781-237-0336  
GCFMStateAwards@gmail.com

## APPLICATION FOR STATE AWARD for Calendar year 2023 Submissions due December 1, 2023

Exceptions: Not for Flower Show achievement awards, Special Awards,  
and Civic Development and Historic Preservation Grants

The application consists of 5 pages:  
Page 1 – cover sheet  
Page 2 – submitter and club information  
Pages 3, 4, 5 – narrative responses to topics 1 – 6

### PAGE 1 - COVER SHEET

- Please review these instructions before submitting your application.
- If you have questions or need assistance, please email the Awards Chair at [GCFMStateAwards@gmail.com](mailto:GCFMStateAwards@gmail.com)
- This is the cover sheet. The application follows.
- Refer to the [GCFM webpage](#) Awards tab for the [Rules for State Awards](#) document for descriptions and additional information.
- Application narrative is limited to three pages – front of pages only.
- Application and supporting material will not be returned.
- Awards year is January 1 – December 31.
- Do not submit an exact duplicate application for more than one award.
- Copy your entry for your files.
- All entries should be sent electronically as a PDF or Word document.
- **Email completed application to [GCFMStateAwards@gmail.com](mailto:GCFMStateAwards@gmail.com) to arrive by 11:59 PM on December 1.**

The Garden Club Federation of Massachusetts Application for State Award 2023

### PAGE 2 - SUBMITTER AND CLUB INFORMATION SHEET

#### For all applications:

Name of State Garden Club: Garden Club Federation of Massachusetts  
Number in State Garden Club: 10,436 members 168 Clubs  
State Awards Chair: Lisa Murray  
Phone: 978-302-1063  
Email: [gcfmstateawards@gmail.com](mailto:gcfmstateawards@gmail.com)

#### For your submission, complete the following items:

Award #:  
Award Name:

Today's Date:

Your Name :  
Phone:  
E-mail:

Club name:  
[Enter name exactly as it should appear on any award received]

Number of members in club:

Club President :  
Phone:  
E-mail:

The Garden Club Federation of Massachusetts Application for State Award 2023

### PAGES 3,4,5 - NARRATIVE: Complete items 1 to 6, not to exceed 3 pages total. Use the numbering below to complete your application.

1. New project: Yes \_\_\_  
OR continuing from previous work: Yes \_\_\_  
Beginning date \_\_\_\_\_ Expected completion date \_\_\_\_\_ OR Ongoing
2. Summary and objectives of project
3. Involvement of club members, other organizations, etc.
4. Project expenses and means of funding
5. Continuing involvement, follow-up, maintenance
6. Attach or insert photos, digital photos, and/or landscape plan (does not need to be professionally drawn)

# Not sure if your project falls into this award period?

If your project is “**ongoing**,” (it started earlier but is continuing or ending in 2023), SUBMIT it.

If your project is “**new**,” it started 2023, SUBMIT it!

If in doubt, **check with the committee!**

Email: [GCFMStateAwards@gmail.com](mailto:GCFMStateAwards@gmail.com)



# Application Information you will need:



Name of **State** Garden Club:

**Garden Club Federation of Massachusetts**

Number in **State** Garden Club members/# of clubs:

**10,436 Members; 168 Clubs**

Awards Chair: **Lisa Murray**

Phone: **978-302-1063**

Email: **GCFMStateAwards@gmail.com**

# How to Write A Strong Awards Application

List as much as you can think of under each of these questions:

*What* happened?

*Who* was involved (club/community)?

*Where*, when, and how did it happen?

Why did you do it / *why is it important* (objectives)

*What* were the results of your work?

*What* difference did it make to the club and/or  
other communities or the benefactor?

*Who* will maintain the project (if applicable)?

NEXT

Divide your **list** under the requirements of the award!





# START YOUR DRAFT!

Use a simple **Five Paragraph Essay format!**

(Intro, three body paragraphs, brief conclusion)

**Convince the reader** that YOUR CLUB should win this award!

Don't forget to **include your financials** in those three pages.

(cost to club, any donations, grants, services received, and expenses)

Use your list so you don't leave out anything critical.

**Then - Cut, cut, cut** anything that isn't needed. Be clear and concise.

**Don't get too fancy!** Use a font that is easy to read: Times Roman, Cambria, etc. Use minimal underlining, bold, and graphics in the write up. Add photos, landscape plans, to your application narrative.

**ASK other Club Members to READ IT** to strengthen it and catch typos!



# Not sure what to list under Project Expenses & Funding?

## Funding:

*Where and how much of the project funds will come from – the club, donations, businesses, grants, etc.*

## Expenses:

*What did you purchase with those funds?  
How much did you spend on each item  
or each part of the project?*



# SUBMIT! SUBMIT! SUBMIT!

All applications and supporting documentation  
*must be submitted **Digitally.***

Send application as a **PDF** or **Word document.**  
*Include photos and supporting documents in **the narrative.***

Send via one email with subject:  
**“Your Club Name” + “Award Title”**  
by midnight **December 1, 2023.**

Please send submission for a  
*different project or a different award* in a **separate email.**



# The **Criteria** for Judging Award Applications

## **5 pts – Presentation**

All sections included and in the correct order?

Easy to read, correct spelling and grammar?

Support documents included (lists, drawings, photos, letters)

## **65 pts - Achievement**

How significant is/was the impact to club and community?

Did the Impact and activities match the Award criteria?

Did the project meet its objectives?

Is there a plan for ongoing maintenance?

## **15 pts – Participation**

How many, how much, what proportion of the club and/or larger community were involved?

Is there funding and involvement from multiple sources?

## **15 pts - Record or Documentation**

Do the supporting documents confirm, clarify, and/or enrich the readers' understanding of the project?

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**100 pts**





**The Garden Club Federation of Massachusetts, Inc.**  
**STATE AWARDS**  
(Revised November 2023)

**RULES FOR STATE AWARDS**

1. **Awards year:** January 1<sup>st</sup> to December 31<sup>st</sup> annually, unless stated otherwise.
2. **Eligibility:** Member clubs of The Garden Club Federation of Massachusetts, Inc.
3. **Deadline:** December 1<sup>st</sup> annually. All applications and supporting material must be submitted to the state awards chairman on or before this date.
4. **EXCEPTIONS:** This does not apply to Flower Show achievement awards, Special Awards, and Award II-E, Civic Development and Historic Preservation Grants.
5. **Application Form:** All submissions shall use the State Awards cover sheet and application.
6. **Source of form:** Application is available on the GCFM website: [www.gcfm.org](http://www.gcfm.org)
7. **Number of applications:** Clubs may apply for more than one award. However, the GCFM Awards Committee will only consider one submission per club for each award category.
8. **Type of applications:** Clubs may apply for State, New England Region, and National awards for the same project. Separate application forms are required for each submission and must be sent to the State Awards Chair for forwarding. Do not submit an exact duplicate application for more than one award.
9. **EXCEPTIONS:** Application is not required XI-C: Yearbook and XIII-B: Presidential Citation.
10. **Number of awards granted:** A GCFM club may receive all awards merited in any given year, provided all qualifications are met. A club may not receive the same award for two consecutive years.
11. **Trophies:** Per GCFM Board vote: If a trophy is awarded, a photo of the trophy will be given to the winner with the certificate of merit. Trophies will not be given out but may be borrowed for a special event.
12. **NOTE:** Grants, Flower Show Awards, Special Awards, and Scholarships are listed after the State Awards.
13. All award applications, except those with their own Scale of Points and Flower Show Award Applications, will be judged based on National Garden Club's Scale of Points.

Presentation	5 points
Achievement	65 points
Participation	15 points
Record or Documentation	15 points
	100 Points

Applications shall be judged according to club size determined by number of members including Active, Inactive, Honorary, Sustaining, etc.

Small Club	29 members and under
Medium Club	30-59 members
Large Club	60-99 members
Extra Large Club	100 members and over



# NOT SURE WHICH CATEGORY? (SO MANY AWARDS!) PART 1

Ask Yourself “Has my club done any of these things?”

## **Arbor Day Celebration?**

THE CHARLOTTE LANE CONNOR ARBOR DAY AWARD

## **Civic Improvement, Public Development/Education Project?**

CIVIC DEVELOPMENT / BEAUTIFICATION PROJECTS

Lots of categories! ALSO see “Roadside Beautification XII”

## **Conservation Project?**

CONSERVATION AND ENVIRONMENTAL

Lots of categories!



# **OR has your club done any of these things? (SO MANY AWARDS!) PART 2**

## **Historic Restoration or Historic Decorating Project?**

BARBARA M. SAULNIER HISTORIC PRESERVATION AWARD  
and HISTORIC PRESERVATION (Many Awarded!)

## **Landscape design or Highway Maker Project?**

LANDSCAPE DESIGN A. VIRGINIA F. THURSTON  
LANDSCAPE DESIGN AWARD

## **Project that Increased Membership?**

MEMBERSHIP AWARD



# OR maybe your club has done some of these things? (SO MANY AWARDS!) PART 3

**Horticultural/Environmental OR Therapy OR Bringing seniors  
& children together?**

HELEN FREIDBERG AWARD

PATRICIA C. MICHAUD AWARD

**Publicity or Public Relations Project?**

PUBLICITY/PUBLIC RELATIONS AWARDS

**Newsletter, Cookbook, Brochure, Calendar?**

PUBLICATIONS A. PUBLICATIONS AWARDS NOTE

**Yearbooks!** No application necessary.

They are automatically considered if you sent in the copies requested! (Check out the criteria of how they are judged)





YOU HAVE DONE IT!!  
Now you have to wait for the results!

Recipients are announced at the GCFM  
Annual Meeting in June 2024.

As important as winning....  
You have documented and shared the work of  
your club, educated the public, or  
beautified your community!



The most **IMPORTANT** thing to remember is...

Just do it!  
**JUST APPLY!!**



**Don't stress** over the application!

If something is not quite right, the committee will contact you and give you the chance to correct it.

# GCFM STATE AWARDS

Thank you for taking time to attend or view this presentation.

Please email the State Awards Chair Lisa Murray with questions.

**[GCFMStateAwards@gmail.com](mailto:GCFMStateAwards@gmail.com)**



Thank you to the State Awards Committee  
for their input and guidance with this presentation.