

## PREPARING A BOOK OF EVIDENCE

1. Include a cover sheet plus three (3) page limit, using only the front of the page. Cover sheet is for the use of the State Awards Chairman. Use 8 1/2 by 11 paper.
2. Binders and vinyl sheet protectors are no longer required or allowed.
3. Cover sheet:

**Number of Award**  
**Name of Award**  
**Name of Club, City**  
**Number of Members**  
**National Capital Area Garden Clubs, Inc.**

4. Top of first page to include number and name of NCAGC award, name of club, number of members on whom NGC and state dues are paid (regular, honorary, life, associate).
5. Written Text: No table of contents. Name of club, city/NCAGC, Inc., brief summary and objectives of project, benefit to community, accomplishments, member participation, cost of project, means of funding, continuing involvement, follow-up, maintenance, involvement with youth and other organizations, etc. **Be sure to include specific information required in award description.** Attach or insert photos, digital photos, and/or landscape plan (does not have to be professionally drawn).
6. When the same project is eligible for various awards, submitting exact duplication of the application is **not** acceptable.
7. Applications and Books of Evidence may be submitted electronically or by mail to the State Awards Chairman (address below).
8. Application forms may be found on the NCAGC, Inc. web site at [www.ngcgardenclubs.org](http://www.ngcgardenclubs.org)
9. There are separate guidelines for Flower Show Books of Evidence and Member Award of Honor. For more information go to [www.nationalgardenclub.org](http://www.nationalgardenclub.org)

### Procedure for Applying:

Submit application form and Book of Evidence (3 pages only) to the **State Awards Chairman Anna-Mae Kobbe, 4312 Woodberry Street, University Park, Maryland 20782 or [amkobbe@aol.com](mailto:amkobbe@aol.com) on or before the **deadline**. Most award applications are due November 1, however, you need to check each award category to verify the correct deadline.**

You may submit your application and Book of Evidence electronically or by mail. If submitting by mail, include 2 copies of the application and the Book of Evidence. Keep a copy for your records.