



National Garden Clubs

SCHOLARSHIP PROGRAM

APPLICATION

DEADLINE: February 1st

Details of the Award

- Annually up to forty-one (41) NGC Scholarships are available, each in the amount of \$4,000. The number of scholarships and their amount for each academic year will be determined annually.
- One-year scholarships are available to juniors, seniors and graduate students pursuing a Master's Degree.
- Equal Opportunity shall be provided to all applicants.
- Sophomores may make application for their junior year.
- College/university must be accredited and listed on the official website of the U.S. Department of Education <http://ope.ed.gov/accreditation/Search.aspx>.

Applicant Eligibility

Applicants must meet all of the following criteria:

- Must be a US Citizen or Permanent Legal Resident of the United States.
- International or Foreign Exchange Students are not eligible.
- Doctoral program students are not eligible.
- Must be attending school full-time as defined by NGC:
 - ◆ Undergraduate students must be enrolled for a minimum of 12 graded hours of classes.
 - ◆ Graduate students must be enrolled for a minimum of 9 graded hours of classes.
- Study abroad on fellowships or internships are not eligible; funds may be applied to studies overseas provided that the study is a condition of the recipient's degree plan and that payment continues to be made to the accredited U.S. college or university.
- Must have a cumulative GPA of at least 3.25 (on a 4.0 scale).
- Must be planning a career related to gardening, landscape design, environmental issues, floral design or horticulture
- Must be majoring in one of the following fields of study:
 - Agronomy
 - Agriculture Education
 - Floriculture
 - Horticulture
 - Landscape Design
 - Botany, Biology
 - Forestry
 - Wildlife Science
 - Plant Pathology/Science
 - City (Rural & Urban) Planning
 - Habitat or Forest/Systems Ecology
 - Environmental Concerns (Management: Environmental, Horticulture Resource/Environmental Behavior)
 - Environmental Conservation (inc. Engineering, etc.)
 - Land Management and/or other related or allied subjects

Selection Criteria

- All applications received by a State Garden Club Chairman will be judged by that Chairman and committee in order to choose one winning application. (Two applications for states with 10,000+ membership.)
- After judging has been completed at the state level, the applications will be sent by the State Scholarship Chairman to the NGC Scholarship Chairman to be received (i.e. in the hands of) by the deadline date of **March 1st** for judging by the NGC Scholarship Committee members.
- The NGC Scholarship Committee will consider only one application per state. (Exception: Any State Garden Club with a membership of over 10,000 may submit two applications.)
- The following Sample Scale of Points may be used for the evaluation of each application:

Academic Record	40%
Applicant's Letter	25%
Listing of Honors/Extracurricular Activities/Work Experience	13%
Financial Need	15%
Recommendations	5%
Conformance	2%

- Applications are evaluated and winners chosen by the National Garden Clubs Scholarship Committee, which consists of the NGC Scholarship Chairman and the eight Regional Directors of NGC. Final judging

takes place just prior to the annual NGC Convention. Winners are announced during the NGC Convention. The National Garden Clubs, Inc. Headquarters staff will notify all applicants in writing of the committee's decisions immediately following the NGC Convention.

Description of Funds

- Checks for the winning applicant's scholarship will be mailed in late July from NGC Headquarters to the Financial Aid Office of the institution at which the student is enrolled. No funds will be sent directly to the student.
- All funds will be distributed by the Financial Aid Office according to the particular school's term-system, unless the student has only one term remaining before the completion of the degree.
- In the event of a change in a student's major to one other than those listed above, or if the student withdraws from school; the balance of the funds must be returned to National Garden Clubs.
- The student and Financial Aid Officer will determine how the money is to be spent: tuition, food, housing, books, etc.

Application Procedure

- The following documents must be submitted: (front side only)
 1. NGC Scholarship Application Form
 2. Financial Aid Form
 3. Complete official academic transcripts
 4. Letter from applicant (set fonts, header, and margins for one (1) page - Front side only)
 5. List of extracurricular activities, honors, recognitions received within the last three years (Front Side Only)
 6. Three letters of recommendation (Front Side Only)
- All of the documents must be mailed by the applicant in one large envelope. Do not place the documents in page protectors, in any sort of permanent binder, or staple the pages.(NO STAPLES)
- Applications must be mailed to the State Garden Club Scholarship Chairman for the state in which the applicant is a legal resident, even if the student is attending an out-of-state school. A list of State Garden Club Chairmen is at the end of the application. DEADLINE: Received by February 1st
- No applications should be sent directly to the NGC Scholarship Chairman.
- When a student reapplies for a scholarship (whether the applicant is or is not a previous winner), a complete new and updated application must be submitted.

Instructions for Filling out Application

- All forms preferred to be **typed or computer generated. (Front side only --- do not staple)**
- **Set fonts and margins, in order to comply with page limits**

Application Form		<ul style="list-style-type: none"> • NGC Application Form <u>must</u> be used • All fields completed
Financial Aid Form		<ul style="list-style-type: none"> • Must be complete with all questions answered • Signed by both student & Financial Aid Officer • If Financial Aid information is not available before the application deadline, information from the previous academic year may be used with the notation that it is an estimate based on the previous year.
Transcripts		<ul style="list-style-type: none"> • Official academic transcripts • Transcripts must include the latest grading period. • Graduate students must include undergraduate transcripts
Letter	Limit - 1 page	<ul style="list-style-type: none"> • Discuss background, future goals, financial need, future career goals
List of Activities	Limit – 2 pages	<ul style="list-style-type: none"> • List to include only items for the last 3 years • Students returning to school after an absence can list work experience and activities
Letters of Recommendation	Limit – 3 letters Limit – 1 page each	<ul style="list-style-type: none"> • Discuss scholastic ability, personal character, work-related experience