



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

**National Garden Clubs
FINANCIAL AID FORM**

ANTICIPATED SOURCES OF FUNDS: Please use the following form to show all (including scholarships other than anticipated one from NGC), assistantships, educational insurance policies, etc., as well as all projected costs involved for attending college for the upcoming school year beginning in September. It is not required that projected resources and expenditures balance.

NOTE: If FAFSA 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.

This form must be completed and SIGNED by both the Financial Aid Officer and by the student making the application.

- ALL questions on the form must be answered since actual financial need is one of the determining factors in the awarding of scholarships.
- The student and Financial Aid Officer will determine how the money is to be spent: tuition, food, housing, books, etc.
- The student must mail this form, along with other required application materials, to the State Garden Club Scholarship Chairman of the state in which he/she is a legal resident. **Please do not mail directly to the National Garden Clubs Scholarship Chairman.**

ANTICIPATED RESOURCES

_____ From parent or relative
_____ From personal savings
_____ Educational Insurance Policies
_____ School-year earnings
_____ Grants/Scholarships
_____ Loans
_____ Other:

PROJECTED EXPENDITURES

_____ Tuition and Fees
_____ Housing
_____ Board
_____ Books/Supplies
_____ Clothing/Laundry
_____ Transportation
_____ Other:

_____ Total Funds Available

_____ Total Expenses

FINANCIAL AID OFFICER:

Is this student eligible for receiving financial aid at your institution?

Grants/Scholarships: Yes _____ No _____
Student Loans: Yes _____ No _____

Has this student applied for financial aid at your institution? Yes _____ No _____

FINANCIAL AID OFFICER'S SIGNATURE _____

PRINTED NAME _____

ADDRESS _____

CITY/STATE/ZIP _____

PHONE _____ FAX _____ DATE _____

This information will be held in strictest confidence. It will be made available only to appropriate officials of the college/university and to the members of NGC Scholarship Committee.

THIS WILL AUTHORIZE THE RELEASE OF MY FINANCIAL NEED FORM to National Garden Clubs, Inc.

STUDENT'S SIGNATURE _____

DATE _____ COLLEGE/UNIVERSITY _____

National Garden Clubs, Inc. (NGC)
GUIDELINES FOR COLLEGE/UNIVERSITY FINANCIAL AID OFFICE
ADMINISTERING THE SCHOLARSHIP

1. Scholarship funds are to be sent to the Financial Aid Office of the college or university the student is attending. Checks will not be sent directly to students from NGC. Funds will be disbursed according to the particular school's term-system, unless the student has only one term remaining before the completion of the degree.
2. Funds may be disbursed only to students who are 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.No doctoral program students are eligible.
3. 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.
4. The student and Financial Aid Officer will determine how the money is to be spent: tuition, food, housing, books, etc.
5. After the scholarship funds have been submitted to the college or university of the student's choice, it cannot be transferred to another college or university.
6. All applicants must **major** in:
 - Agriculture Education
 - Floriculture
 - Landscape Design
 - Botany, Biology
 - Plant Pathology/Science
 - Forestry
 - Agronomy
 - Wildlife Science
 - City (Rural & Urban) Planning
 - Habitat or Forest/Systems Ecology
 - Horticulture
 - Environmental Concerns (Management: Environmental, Horticulture Resource/Environmental Behavior)
 - Environmental Conservation (inc. Engineering, Law, etc.)
 - Land Management and/or other related or allied subjects
7. In the event of a change in the student's major to one other than those listed above, or if the student withdraws from school, the balance of scholarship funds must be returned to:

National Garden Clubs, Inc.
4401 Magnolia Avenue
St. Louis, MO 63110-3492

The Scholarship Application of National Garden Clubs is available
on the website, www.gardenclub.org/Youth/Scholarships.aspx