

GCFP AWARDS APPLICATION FORMATTING GUIDELINES

Preparing a Successful Awards Application

When preparing your awards application, always refer to the instructions in the Awards Manuals and supporting documents that can be accessed on the Awards Page of the GCFP Website. Applications are to be submitted electronically, unless stated otherwise in the award requirements. Prepare your documents in WORD and send the narrative as a PDF file.

Electronic submissions to the GCFP Awards Chair should be sent to:

gcfpawardsslowry@gmail.com. CC: marilyncbackus@gmail.com.

Refer to the 2022-2023 GCFP Award Deadlines Dates document for forwarding instructions for awards that are sent to Awards Committee Chairs. Awards that require special applications, Books of Evidence, and/or are forwarded to Awards Committee Chairs are also listed in the GCFP Awards Summary 2022-2023. Addresses for the GCFP Awards Committee Chairs are listed in the "State Awards Committee 2022-2023" document found on the GCFP Directories page. This information is password protected. Contact your Club President or District Director for the password.

When you "Save As" your application/cover letter, use the Awards Number/Name and your Club Name as the File Name. (EX: CE-3 Food Bank Donations-GC of Bristol Borough) Use this file name for the narrative also if it is a separate document/attachment to the application/cover letter. When you submit/email your application, use the File Name in the Subject line.

Every application/cover sheet must be fully completed including the number of club members and District number. Make sure your club's name is spelled correctly, and if your club's name begins with THE, be sure to include it.

Preparing Your Narrative

- Begin the first page of the narrative with the name and number of the award and your club's name.
- Use the Scoring Rubric as a guide, and **provide information in the order as listed in the rubric.**
- You may choose to use rubric elements or subtopics as paragraph headings.
- Use **Bold type** and/or underlining to highlight key information.
- Number or use bullet points to organize information or outline steps used to achieve your project's goals.
- Use single spacing and no indenting for paragraphs, just add an extra line spacing between paragraphs.
- If applicable, be sure to include Financial Information: Income – Expenses = Profit.
- Make sure that you have addressed the General Scoring Rubrics: Presentation, Achievement, Participation, and Documentation.

- Publicity may be photocopied/scanned and/or reduced in size, but must include dateline and identification of the publication.

EDIT YOUR NARRATIVE FOR CLARITY, CONCISENESS, GRAMMATICAL ERRORS, SPELLING, AND PAGE LIMITS. It is strongly recommended that applications be sent to another knowledgeable club member to review for corrections before forwarding to the Awards Chair. What is received is what will be judged; **resubmissions will not be accepted.**

When preparing a Book of Evidence, refer to the award requirements to determine if a Title Page and Table of Contents are required. Note that the sponsoring club president's signature is required on a Title Page.

The key piece of information in MAE-2 Website/Social Media submissions is the Name of the Website/Social media Page. This should be the first piece of information given after identifying your club and the award name in your narrative. Make it easy to identify, highlight it, and confirm that the website/social media address is accurate.

Clear and well-focused cell phone pictures are perfectly acceptable and easier to insert into narrative text. Pictures need to be labeled, and individuals identified left to right. If the award is for an individual and a picture is requested, the picture should be of the individual, a flattering pose, and not a group photo.

The quality and clarity of your awards application will improve if you follow these guidelines. Applications will be easier to judge and track electronically. Receiving, tracking and judging awards applications is very time consuming and a lot of work. These guidelines will help make the job easier. Thank you in advance for your help!

Sheri Lowry
GCFP Awards Chair, 2021-2023

7/1/2022

