

Awards and Grants Committee Description

The **Awards and Grants Committee** is responsible for soliciting, selecting and presenting the NCEMGVA:

- Outstanding Master Gardener Volunteer Award
- Extension Achievement Award
- Project Grant(s)
- Educational Matching Grant(s)
- Madeline Collier Landscape Garden Design Award
- Legacy Scholarship

The **Awards and Grants Committee Chair** leads and coordinates the responsibilities of the committee.

Awards and Grants Committee and Chair Requirements

1. Be current NCEMGVA members.
2. Be a member in good standing with their county Master Gardener Program.
3. Serve a minimum 2-year term.

Awards and Grants Committee and Chair Responsibilities

1. Update application forms as needed and post on the website.
2. Publicize/promote periodically. Include a short summary and deadline for each application. Publicize through the Newsletter, on the NCEMGVA home page, and through email(s) from both the State Coordinator and the NCEMGVA President.
3. Be prepared to answer questions from potential applicants.
4. Evaluate applications and select recipients budget allows.
5. Report your recommendations to the Executive Committee for final selections.
6. Notify those accepted or rejected by May 1st.
7. Order awards, prepare certificates, notify Treasurer of details for checks.
8. Update the optional slide show for presentations at the Conference.
9. Coordinate presentations with recipients and photographer.
10. Make presentations and arrange for pictures to be taken.
11. Notify newspapers using the Press Release and photo for each recipient/ winner per application request.
12. Publicize a summary of award and grant recipients through the Newsletter and website.
13. Send summary to Webmaster to post on Award Winners page.