



Herb Federation of New Zealand Annual Herb Project Award

Introduction:

This award is provided by the Herb Federation of New Zealand (HFNZ) to encourage community projects that actively promote knowledge about the benefits and safe usage of herbs to the general public. This may include their usage, benefits, or how to grow herbs; it may involve a public display or workshop, community garden, educational materials, or any other method that promotes herbal awareness.

The award is designed to encourage projects that support Objective 2a (see below) of the HFNZ Constitution.

The project is typically one that has been undertaken in the last year (since the last HFNZ AGM) and may already be completed or still be in progress at the time of application. Consideration is also given to a new project that is due to start, as long as it meets the project requirements and includes a timeline with certainty of it occurring. The application can also be for a self-contained project within a long-term existing endeavour.

A six monthly report including images to demonstrate progress, is required for new or ongoing projects (mid-year and for the following AGM) to show current progress.

The successful project(s) will receive a financial award, determined by the HFNZ Executive, to recognise the work undertaken or the importance of the proposed project.

The project must be led by either an individual financial member of the HFNZ, or a Herb Society or other group that is a financial member of the HFNZ.

Objective 2a of HFNZ Constitution is:

“To promote education in the cultivation and use of herbs amongst the general public through the products of written educational materials, coordination of national programmes, presentation of public workshops and any other relevant activities”.

The Herb Project must be reported and submitted according to the following format:

- Project title
- Date/s undertaken
- Geographical location where the project was undertaken
- Aim of the project
- Individual/s or group/s planning and undertaking the project
- Description of the project in action/implementation. It is recommended that a few relevant photos supporting the project be included.
- How the project was funded
- Description and estimated size of audience that benefit from this project.
- Describe how they benefit from it.
- Summary of how the project helps meet HFNZ Objective 2a. (see above)

Please include contact details for the relevant contact person for the project.

All Herb Projects submitted will be judged according to the following criteria:

- Clear project aims (up to 10 points)
- Evidence of effective project planning (up to 10 points)
- Clear details on project implementation (up to 10 points)
- Project shown to be cost effective (up to 10 points)
- Project covers all the details listed for the required format listed above (up to 10 points)
- Quality of project report presentation (up to 10 points)
- Extent to which the project benefited the community (up to 20 points)
- Extent to which the project helped further HFNZ Objective 2a (up to 20 points)

All award project applications are to be submitted to:

HFNZ Secretariat
P.O. Box 198
Inglewood
Taranaki 4347
New Zealand

Or

Emailed to herbfednz@gmail.com

By the 30th September.

The HFNZ Annual Herb Project Award is awarded at
each AGM of the Herb Federation of New Zealand.

Criteria as at December 2020