



HFNZ Annual Herb Project Award

Introduction:

The Herb Federation of New Zealand (HFNZ) sponsors this award, to encourage community projects, which actively promote the use of herbs or provide awareness of education about herbs. The project is typically one that has been undertaken in the last year (since the previous HFNZ AGM), though consideration is also given to a project that is about start. The successful project(s) will receive a financial award 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 group or Herb Society that is a financial member of the Herb Federation of New Zealand.

The project must have been started since the last HFNZ AGM. It may have been completed by the time of application, or still be in progress. It can also be a self-contained project within a long-term existing endeavour. 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 some surety of occurring. A six monthly report is required for new or ongoing projects (mid-year and for the following AGM) to show current progress.

The selected Herb Project/s is required to be submitted, and, reported on 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.

Please include a contact details for an identified contact person for the project.

Objective 2a 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”.

Herb Projects submitted will be assessed 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 information required in 1.5 above (up to10 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)

Projects are to be submitted to:

HFNZ Secretariat

P.O.Box 198

Inglewood. 4347

New Zealand

By 15 October.

Alternatively, emailed to: herbfednz@gmail.com with the Subject "Herb Project Award + group or member name".

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

Criteria as at June 2023