

AWARDS *for* MUNICIPAL EXCELLENCE

20th
Anniversary

Co-sponsored by:
*The National League of Cities and
CH2M HILL in recognition of James C. Howland*



Recognizing Outstanding Programs that Improve the Quality of Life In America's Communities

NOMINATION DEADLINE: MAY 1, 2009

SCHEDULE

Deadline for Nominations	May 1, 2009
Finalists Announced	August 2009
Finalists Notified of Results	September 2009
Formal Announcement and Presentation	November 2009 at NLC's Congress of Cities



National League of Cities



CH2MHILL

CELEBRATION AND RECOGNITION OF WINNERS

Award recipients will be announced to the public at NLC's Congress of Cities and Exposition in San Antonio, Texas, November 10-14, 2009. During the conference, award winners will receive special recognition, including a presentation of the Awards during a general session, an Awards luncheon and guaranteed prominent booth space to exhibit their winning program at the City Showcase. Winners will also receive a check for \$1,000 (Silver) or \$2,000 (Gold) donated to the local non profit organization of the city's choosing. Local and national media coverage will be provided along with a full story of the winning program in *Nation's Cities Weekly* and a live broadcast with NLC TV.

ELIGIBILITY REQUIREMENTS

To be eligible for submitting a nomination, the city must be a member of the National League of Cities. If your city is not a member but is interested in applying for or learning more about membership, go to www.nlc.org, send an email to membership@nlc.org, or call 202-626-3190.

NOMINATION PROCESS

1 Nomination Packet

A. General Requirements

Each nomination must contain ten (10) hard copies of the Nomination Packet (one original and 9 copies), which includes the Nomination Cover Sheet, Project Summary, and Project Description. Page one is the nomination cover sheet. Starting with page two are the project summary and the project description. It is important to address as many evaluation criteria as possible to make your program stand out for the judges. In order to make all entries uniform for judging purposes, please adhere to the following:

- The Nomination Packet must not exceed 7 pages in text (up to 10 pages if photos, maps, or drawings are embedded). One sheet of paper equals two pages of text.
- Pages should be 8.5 by 11 inches, single spaced, 12 point font, front and back and three hole-punched.
- Embedded pictures, maps or drawings may be included in the text of the project description.
- Do not submit any separate materials such as photographs, videos, brochures, newspapers, etc.
- Please do not alter (reformat) the Nomination Cover Sheet.
- One staple in the left hand corner is the only accepted binding format.
- Each copy of the nomination packet must include the completed nomination cover sheet.

B. Nomination Cover Sheet

- The Nomination Cover Sheet will be the first page of your document.
- All sections should be completed. Please print or type.
- The person submitting the nomination will be the **primary contact** throughout the nomination process and if applicable, the winning process. A significant amount of coordination and communication will take place between NLC and the winning city. If you are not going to be available to respond promptly, please consider listing someone else as the primary contact.
- The project contact should be the person who has first-hand knowledge of the program and is able to answer any questions from the media or other elected officials.
- The nomination cover sheet requires the signature of the Mayor. If you do not have a Mayor, then the chief local elected official must sign the form. In the event of more than two nominations for a single city, the Mayor will decide which two to submit. If you have a Mayor and fail to acquire his or her signature, your nomination will not be accepted.

C. Project Summary

The Project Summary must be 350 words or less and is the second page of the nomination packet. The summary should provide a clear and concise overview of the project. This summary may be used in selected publications or databases. In addition to including it as part of the nomination packet, the Project Summary must be emailed as a Microsoft Word attachment to awards@nlc.org

by the postmark deadline. The subject line of the email must be: City Name, State initials, Population Category, Name of Project (e.g., Indianapolis, IN, More than 500,001, Fall Creek Place). The file name of the Project Summary is the same as the subject line, and this information must appear at the top of the Project Summary itself.

D. Project Description

The Project Description can include relevant background information about the city, the need for the project and the challenges it addresses, objectives of the project, who was involved, how the success was measured and future plans.

2 Evaluation Criteria

Each nomination will be reviewed by a panel. Judging will include objective and subjective criteria for a total of 100 points.

A. Objective: [60 points]

Is the nomination form complete? [10 points]

Are all required materials included and in the correct order? Is the Project Summary 350 words or less and sent as a Microsoft Word attachment through email to awards@nlc.org? Is the nomination less than 7 pages of text (including cover sheet)? Has it been signed by the Mayor or Chief Local Elected Official?

Does the Project Description clearly address the following topics? [10 points]

What were the project objective(s)? Who was involved in the project? How was the project funded? How were the objective(s) met? How were the result(s) measured?

Can this project be replicated in other cities? [20 points]

How thoroughly does the project meet the nomination requirements? [20 points]

Does this project exemplify:

- a) Successful public-private partnership ventures or productive citizen and community collaborations; and/or
- b) effective management of municipal resources (public or private); and/or
- c) innovative government policies; and/or
- d) project implementation with tangible results?

B. Subjective: [40 points]

Each nomination will be evaluated on:

- a) the degree to which the program is **innovative**;
- b) the successful **implementation** and **long-term sustainability** of the program; and
- c) the extent of the **measurable** results that benefit the general community and local government.

3 Submissions

A. Number of Submissions

Jurisdictions may submit no more than two (2) projects for Awards consideration in one year.

B. Terms of Submission

Submission of nominations authorizes NLC to use the information in publications and other media and promotional activities. Nomination forms will not be returned and will be incorporated into NLC's Municipal Reference Service. If a publication is generated based on nominations received for this Awards competition, each nominee will receive a complimentary copy of said publication.

CATEGORIES

Nominations are reviewed in four population categories:

- Less than 50,000
- 50,001 – 150,000
- 150,001 – 500,000
- More than 500,001

There is a Gold and Silver winner in each population category.

CHECKLIST

- ✓ Ten (10) copies included
- ✓ Copies are stapled in left hand corner
- ✓ Signature of Mayor
- ✓ Project Summary emailed to awards@nlc.org

All nominations must be postmarked and Project Summaries emailed no later than May 1, 2009.

Send nominations to:

2009 Awards for Municipal Excellence
National League of Cities
Municipal Reference Service
1301 Pennsylvania Avenue, NW
Washington, DC 20004

Questions?

Write awards@nlc.org or call 202-626-3130

2009 Nomination Cover Sheet

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[Please type or print]

Name of Jurisdiction: _____

Project Title: _____

Date Program Began: _____

Please check the appropriate population category for your jurisdiction (population based on U.S. Census Bureau)

Less than 50,000

150,001 – 500,000

50,001 – 150,000

More than 500,001

I **Nomination Submitted By:*** Name: _____

Job Title: _____ E-Mail: _____

City/Organization: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ Fax: _____

**This person will be the primary contact for NLC*

II **Project Contact:** Name: _____

Job Title: _____ E-Mail: _____

City/Organization: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ Fax: _____

III Approval of Chief Local Elected Official

Printed Name: _____

Signature: _____

Job Title: _____

Address: _____

City: _____ State: _____ Zip: _____

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