



Virginia Statewide Neighborhood Conference Awards Program

AWARD SUBMISSION INSTRUCTIONS & CRITERIA

The annual Virginia Statewide Neighborhood Conference Awards Program recognizes the accomplishments of outstanding neighborhood organizations and civic individuals from across the Commonwealth who work diligently to enhance the quality of life in their communities. Submissions should address environmental, social, physical and/or economic issues determined to be of importance to the neighborhood. Bonus points will be awarded to submissions that incorporate all four of the aforementioned areas in an integrated manner. The following four (4) NEIGHBORHOOD AWARD categories are available for recognition:

1. **PROJECT OF THE YEAR:** Effort that has made a significant impact on a neighborhood in the past year. This project can be the work of an individual or group.
2. **ADVOCATE OF THE YEAR:** Individual who has had a significant impact on their community during the past year. Individuals who have participated in one or multiple projects/roles are eligible. Individuals whose service is defined by its longevity are most appropriate for this award.
3. **YOUTH INDIVIDUAL EFFORT OF THE YEAR:** Effort of an individual youth that has made a significant impact or contribution to their community during the past year.
4. **YOUTH GROUP EFFORT OF THE YEAR:** Effort of a youth group that has made a significant impact or contribution to their community during the past year.

Instructions, Criteria, and Checklist for Submission

Please submit the following information to apply for each award category.

- Complete the Award Nomination Form and submit as the **cover sheet** to your entry.
- Submit a typed document clearly addressing the following criteria. Please limit each answer of the following categories to **500 words or less**:
 1. How did the project contribute to improving the quality of life in the neighborhood?
 2. How did the nominee's accomplishments promote strengthening the neighborhoods/community for future success?
 3. Describe the positive results/outcomes achieved as a result of the project/individual or group effort.
- Letter of Support – Do not exceed **two (2)** letters of support. The letters should explain how the project/organization/individual/group benefited your community & what they did to support you.
- Submit up to **two (2)** attachments that capture the essence of accomplishments (*pamphlets, articles, presentations, photographs, copies of resolutions/awards, etc.*)
- All pages including attachments must be on 8.5" x 11" white paper and readable

Youth Applicants Only – In addition to the requirements above, please include an ENDORSEMENT LETTER from an adult active with the initiative.

The letter should address the following but not exceed **one** page:

1. Length of time known and in what capacity the adult worked with youth/youth group.
2. How the youth served in a leadership role? How youth group worked together to achieve goals?
3. What positive community accomplishments occurred as a direct result of the youth/youth group effort?



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Awards Nomination Form

Please review this form and complete all information as requested. Select all award categories for which you are applying. This form will be used as the **cover sheet** for your award entry.

SELECT NOMINATION CATEGORY / CATEGORIES

- Project of the Year
- Advocate of the Year
- Youth Individual Effort of the Year
- Youth Group Effort of the Year

NOMINEE / PROJECT TITLE

Name _____

Address _____

Telephone _____ Mobile Phone _____

Email _____

NOMINATOR / CONTACT PERSON

Name _____

Telephone _____ Email _____

A variation of award types may be given. Provide the following information for monetary awards.

Payable to: _____

Mailed to: _____

To be considered all award entries **MUST BE RECEIVED** by **June 30th 2018.** ***

All nominees/nominators should be prepared to attend the Virginia Statewide Neighborhood Conference's Award Program on Saturday, September 15, 2018 in Portsmouth VA.

**All 1st place winners may be asked to present a five minute summary of their successful submission during the Awards Program.

***** Submissions received after the deadline will not be considered. Please submit early!**

Electronic Submissions preferred /send to: sblackwell@hampton.gov or mail submissions to:

ATTN: Shellae Blackwell, VSNC, Inc.

Community Development 5th floor

22 Lincoln Street

Hampton, Virginia 23669

Phone: (757) 727-6282

Submit a typed document clearly addressing the following criteria. Please limit each answer of the following categories to **500 words or less**:

1. How did the project contribute to improving the quality of life in the neighborhood?

2. How did the nominee's accomplishments promote strengthening the neighborhoods/community for future success?

3. Describe the positive results/outcomes achieved as a result of the project/individual or group effort.