



## Virginia Statewide Neighborhood Conference 2016 Awards Program

### AWARD SUBMISSION INSTRUCTIONS & CRITERIA

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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. **Submissions from local municipalities must be in conjunction with a local neighborhood organization.** 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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### 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 **August 5, 2016 at 5 p.m.** \*\*\*

All nominees/nominators should be prepared to attend the Virginia Statewide Neighborhood Conference's Award Program on Saturday, October 1, 2016 in Arlington, VA. \*\*All 1<sup>st</sup> place winners will be asked to present a 5 minute summary of their successful submission at the Awards program.

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

Electronic Submissions preferred /send to: [sblackwell@hampton.gov](mailto:sblackwell@hampton.gov) or mail submissions to:

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