

## ORANGE COUNTY COMMUNITY AWARDS *Eligibility & Submittal Guidelines*

### **General Information**

Each year the Neighborhood Preservation & Revitalization Division (NPRD) recognizes the talents and accomplishments of individual citizens and community organizations for their contributions to making Orange County a great place to live. The following information provides guidelines and the nomination forms for submitting candidates for recognition.

### **Eligibility**

Any community or neighborhood organization within unincorporated Orange County is eligible for nomination. A community or neighborhood organization is one in which the membership consists of residents or property owners within a specified residential area. Nominations may be submitted by an individual or by an organization.

### **Submittal & Selection Process**

In order to be considered for a community award, a neighborhood/organization representative must complete the appropriate nomination form and mail to:

Neighborhood Preservation & Revitalization Division  
Orange County Community Awards  
Attention: Emily A Hanna  
PO Box 1393  
Orlando, Florida 32802-1393  
[Emily.Hanna@ocfl.net](mailto:Emily.Hanna@ocfl.net) (scan and email nomination forms accepted)

The nomination form(s) may be hand-delivered to the NPRD Office, 450 East South Street, Suite 332, Downtown Orlando.

**Entries must be submitted to NPRD no later than 5:00pm, June 19, 2015. Late entries will not be accepted. Faxed documents will not be accepted. Mailed entries must be postmarked by June 19, 2015.**

Once the nominations are received, a review panel will score each nomination. Organizations meeting the criteria for the respective category will be recognized at the **20<sup>th</sup> Annual Orange County Community Conference on Saturday, July 18, 2015**. All award nominees (organizations and/or individuals) are encouraged to register for the conference.

## **Submittal Format**

Please submit the nomination forms in the following manner:

1. Typed or written legibly.
2. The entire nomination should not exceed two 8 ½ x 11 inch pages, excluding attachments as noted (use at least a 12-point font size).
3. **Do not** include a cover letter or table of contents.
4. Please provide supporting documentation if needed, such as newsletters and/or newspaper articles, photos, or letters of support. *All attachments, except newsletters, must be copied onto 8 ½ x 11 sheets of paper. **Please do not exceed a total of five examples.***
5. Submit the **completed original** nomination form

## **Categories for Nomination**

### ***The Monica Harris Spires Excellence in Leadership*** (exclusive to leaders of community/neighborhood organizations)

This award recognizes the dedication and commitment of neighborhood leaders for their unwavering efforts to improve their neighborhood and community. Nominees must have exhibited outstanding leadership. Nominees must have exhibited her/his outstanding leadership between January 1 and December 31, 2014.

### ***Excellence in Innovative Newsletter Production***

Community newsletters are an excellent, cost effective way of getting a great deal of vital information to residents. The purpose of this award is to recognize publications that embody the “best practices” in newsletter production and distribution. This award recognizes traditional and nontraditional (digital or electronic) newsletters. Newsletters have to be produced between January 1 and December 31, 2014. ***Previous winners may not apply.***

### ***Excellence in Community Building Projects***

Much of the hard work citizens do to preserve and maintain their neighborhoods goes unnoticed and this award provides a means to recognize the unsung heroes. Community building projects are activities that are initiated by any organization to improve the physical or social environment of their community. Examples include but are not limited to landscaping, signage, park improvements, youth programs, clean-up campaigns, and volunteer services. The project must have been completed between January 1 and December 31, 2014.

### ***Excellence in Neighborly Service***

This award recognizes the simple acts of kindness that help to build community spirit. Individuals or groups nominated for this award demonstrate the importance of lending a helping hand, and provide volunteer services within neighborhoods. Service must have been performed between January 1 and December 31, 2014.

### ***Excellence in Safety & Security Initiatives***

This award recognizes neighborhood organizations that have established programs, policies, and procedures that are designed to protect and ensure the safety of residents and property within the community. The initiative must have occurred between January 1 and December 31, 2014.

### ***Up & Coming Community Organization***

Getting organized to address community concerns is no easy task. This award honors the journey of citizens in forming a community organization. ***Only community organizations that have been in existence for less than two years are eligible.***