

2015

**Core Values Awards Applicant’s Kit**

**Applications Open: Monday, April 6, 2015**

**Applications Close: Monday, May 4, 2015**

## IAP2 Canada

info@iap2canada.ca

### Overview

**2015 CORE VALUES AWARDS**

IAP2 Canada’s Core Values Awards were created to recognize and encourage organizations and individuals at the forefront of the practice of public participation - promoting excellence, quality and innovation in how they execute their projects and programs. Embedding the IAP2 Core Values in those projects that demonstrate best-in-class practice is a key focus for the Awards.

### IAP2 Foundations for the practice of public participation

The Core Values are one of the foundations of the IAP2 framework for decision-focused, values- based public participation. Public participation is likely to be successful when:

* there is clarity about the scope, constrains and opportunities of the issue under discussion leading to a potential decision;
* the role of the public and the purpose of the participation process are clear; and
* the engagement process focuses on what is important to participants as well as the organization, with best practice measures and standards for the process expressed through the Core Values over the course of the process.

The IAP2 Spectrum describes a range of roles for the public in a decision process. Applicants should be able to describe how their work expresses the Core Values and the other IAP2 foundations.

### IAP2 Core Values for the practice of public participation

1. Public participation is based on the belief that those who are affected by a decision have a right to be involved in the decision making process.
2. Public participation includes the promise that the public’s contribution will influence the decision.
3. Public participation promotes sustainable decisions by recognizing and communicating the needs and interests of all participants, including decision makers.
4. Public participation seeks out and facilitates the involvement of those potentially affected by or interested in a decision.
5. Public participation seeks input from participants in designing how they participate.
6. Public participation provides participants with the information they need to participate in a meaningful way.
7. Public participation communicates to participants how their input affected the decision.

## AWARD CATEGORIES

#### In 2015, IAP2 Canada is offering 4 Project Category Awards:

##### (from which the winner of Project of the Year will be chosen)

* Creativity, Contribution and Innovation in the Field
* Indigenous Engagement
* Respect for Diversity, Inclusion and Culture
* P2 for the Greater Good

#### IAP2 Canada is also offering 3 National Awards:

##### Which will move on to compete internationally at the IAP2 Federation Core Values Awards.

* Canadian Project of the Year Award
* Canadian Organization of the Year Award
* Canadian Research Project of the Year Award

The winners in each Award category will be announced at the Core Values Awards Gala Dinner at the North American Conference in Portland, Oregon, USA on Thursday, September 10, 2015.

Finalists will be notified in the summer of 2015.

The National Award winners will also have their successful submissions entered into the IAP2 International Awards. The International Awards are to be judged in July/August 2015 and the winners will be announced at the IAP2 North American Conference in Portland, USA.

## National Award Categories

### Organization of the Year Award

The Organization of the Year Award recognizes the application of the Core Values in all aspects of an organization and how they are embedded into decision-making that features public participation.

For many organizations this is a long-term process and all organizations in various stages of the process are encouraged to apply for this Award.

### Organization of the Year Award Criteria

Applicants for this award should address the following criteria:

1. Demonstrate a commitment to the Core Values for Public Participation through their policies, strategies, practices and/or procedures.
2. Provide evidence that the leader/s in the organization have a good understanding and have integrated public participation into the way they work;
3. Provide evidence of their commitment to learn and build capabilities in public participation;
4. Describe how internal/staff participation has set the tone for public participation;
5. Provide evidence about their track record in, or long-term commitment to, effectively involving the public in decision-making and policy setting;
6. Demonstrate their adaptability in the face of major challenges, reputation risk or unexpected outcomes; and
7. Provide details of at least 2 (and up to 5) independent references who can comment on the organization’s engagement work and verify claims made in the award submission. References should not be members of your organization or of its governance structure but should include members of the public who have been involved in the engagement process. (References to be included as an additional attachment to the 8-page submission)

#### National Award Categories (continued)

**Research Award**

Research is critically important to IAP2 and its members if we are to understand and overcome challenges in everyday public participation and build upon public participation theory and practice. The Research Award acknowledges important contributions to the body of public participation knowledge.

Innovation doesn’t happen by accident. The combination of interesting problems, good questions and a spirit of enquiry are the foundations that help us build new theories and give shape to new ideas; they are the elements that help advance our knowledge and understanding.

### Research Award Criteria

Applicants for this Award should address the following criteria:

1. The Problem and Challenge: Briefly describe the overall research question or problem, and its alignment with public participation.
2. Methodology & Theoretical Frameworks: Briefly describe the research methods used and how you approached your research question or problem. Note also any theoretical frameworks which supported your research.
3. Research Results: Describe the outcomes of the research, in particular your findings. What did you discover? How solid are your findings? What evidence do you have to support your claims?
4. Contribution to the Body of Knowledge: What is your contribution to the body of knowledge in the field of public participation? How are the results being shared and the results being practically applied?
5. Alignment with Core Values: Describe how the IAP2 Core Values are reflected in your methodology and/or your findings. This might include some or all of the following:
	* Those who are affected by the decision were involved in the decision-making process.
	* The public’s contribution influenced the decision.
	* The decision was sustainable and recognized and communicated the needs and interests of all participants, including decision makers.
	* The involvement of those potentially affected by or interested in the decision was sought out and facilitated.
	* Participants provided input into designing how they participated in the decision.
	* Information provided to participants supported meaningful participation.
	* Participants were informed about how their input affected the decision.
6. Provide details of at least 2 (and up to 5) independent references who can comment on the organization’s engagement work and verify claims made in the award submission. References should not be members of your organization or of its governance structure but should include members of the public who have been involved in the engagement process. (References to be included as an additional attachment to the 8-page submission.)

#### National Award Categories (continued)

**Project of the Year**

The Project of the Year recognizes and honours projects which exemplify the spirit and purpose of public participation. The Award recognizes excellence in the tools, techniques and efforts in public participation within a finite framework.

Preference is given to projects that demonstrate the use of innovative techniques, sustainable solutions to problems that face the field of public participation, and the successful involvement of the public in new areas. The Project of the Year Award will be given only to projects that have achieved a definable outcome. Please note, international projects led by Canadians will also qualify.

Projects must be complete or have significant phases of the project completed. Project awards are given to the sponsoring organization. The Canadian Project of the Year will be selected from one of the Project Category winners.

### Project of the Year Criteria

Applications will first be judged on a category basis. During the second stage, each of the project category winners will be compared and an overall Canadian winner decided.

The category finalists will be notified in early July.

**IAP2 Canada Project Category Awards**

**These 4 category awards were created as a result of a two month engagement process to reflect what makes public engagement in Canada unique. The project/program should demonstrate a high level of alignment with each of the IAP2 Core Values and meet the criteria outlined on page 9. Submissions should also consider the category descriptions below and how the project aligns to the chosen category.**

### Extending the Practice Award

**Creativity, Contribution and Innovation in the Field**

One award will be given to the project that best demonstrates the following:

* + Innovative, creative use of techniques and tools to effectively and meaningfully engage participants in a project; and/or
	+ Contribution to the practice of P2, extending lessons learned and sharing of new approaches and experiences in ways that make a contribution to the field.

### Indigenous Engagement Award

One award will be given to the project that best demonstrates the following:

* + Engagement processes designed and implemented by Indigenous practitioners; and/or
	+ Culturally appropriate and inclusive processes with Indigenous people and/or communities

### Respect for Diversity, Inclusion and Culture Award

One award will be given to the project that best demonstrates the following:

* + Effective engagement with marginalized, vulnerable and “hard to reach” populations; and/or
	+ Multicultural, linguistically diverse and/or bilingual process that reflect a depth and diversity of participants; and/or
	+ Size, scope and scale of project that reflects the breadth of geography of Canada (including remote, rural or vastness of geography).

### P2 for the Greater Good Award

One award will be given to the project that best demonstrates the following:

* + Effective ways for the public to participate, with limited resourcing and in the name of positive social change; and/or
	+ Processes implemented by non-profits, NGO’s, or delivered pro-bono by consultants that contribute to the greater good; and/or
* Projects that resulted in positive social outcomes with limited budget and/or resources in such as project.

# Project Category Awards Criteria

**Applicants in the Project Category Awards (Extending the Practice, Indigenous Engagement, Respect for Diversity, and Greater Good awards) should demonstrate a high level of alignment with each of the IAP2 Core Values outlined on page 2. Submissions should consider how their project aligns with the chosen category description and meet the following criteria:**

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1. Outline the levels of engagement and project objectives for the public participation process, including the decision(s) to be made and the role of the public and the reasons for the use of the particular participation process.
2. Describe specific challenges faced by the project, and how the public participation process responded to those challenges as it relates to the chosen category.
3. Describe how the IAP2 Core Values are reflected in your methodology and/or your findings with particular attention given to the following:
	1. Provide evidence of diverse participation and inclusive engagement. What was the depth of engagement (measured by number and diversity of participants)?
	2. How were those affected by the decisions identified and involved in the decision making process?
	3. Provide evidence about how they won the support or co-operation of, or improved relations and participation opportunities with communities/stakeholders in specific project category.
	4. Explain how information provided to participants supported meaningful participation and were informed about how their input affected the decision.
	5. How did the input actually get used in the decision making process? How effective were the outcomes in influencing the decision?
4. How did you create relationships and build trust both in the process and post decision?
5. Describe your evaluation process (for both participants and decision-makers).
6. Did the participants and the decision-makers consider the process successful? Provide evidence about levels of participant satisfaction with the process (note: high levels of satisfaction will be highly regarded).
7. Describe how the decision-making process was different/improved compared with “normal” processes and what role public participation had in that change.
8. Describe how any innovative practices in the project might advance the field of public participation.
9. Provide details of at least 2 (and up to 5) independent referees who can comment on the project and verify claims made in the award submission. Referees should not be members of your organization or of its governance structure but should include members of the public who were involved in the engagement process. (Referees to be included as an additional attachment to the 8-page submission)

# Project Category Awards Criteria Continued

Judges will be required to measure submissions against the 7 Core Values AND the criteria noted in this section.

Judges will be required to provide their numerical score along with an explanation for their choice of score in order to ensure transparency. Submissions must receive a minimum average score of “good” (4/5) in order to be included in the “state of engagement” report of submissions. A minimum of 4 (good) must also be achieved in order to be considered for an award (i.e., if there is only one submission in a given category but that submission does not meet the minimum requirement, no award will be presented in that category).

### Rating Scale

5 = this value or criteria is exceptional 4 = this value or criteria is good

3 = this value or criteria is moderate 2 = this value or criteria is poor

1 = this value or criteria is demonstrated to little or no extent

Style Guide

### Format:

Entries in all award categories are required to use the following guidelines:

* Entries will be ***no more than eight*** Letter-size (8 ½ in x 11 in) or A4-size pages (21.6 cm x 27.9 cm). If the entry includes photos or images, it may be up to ten pages.
* All text will be in Arial 11 point font. Section headings will be in boldface.
* Entries should be submitted in English.

## Cover:

The **cover page** must include:

* + The title
	+ award category;
	+ organization name;
	+ nominee’s name;
	+ contact Information;
	+ 2 participant references; and,
	+ contact information for 3 publications (newspapers, journals, magazines, etc.) to be notified if your entry is selected
	+ Names of any IAP2 members involved in the project, organization or research team

**Page 2** will be the Case Study Summary table using the following format and headings. The purpose of this summary is to provide an executive summary of the award submission. The total word count should not exceed 200-250 words, and it should fit on a single letter-size page (8 ½” x 11”) or A4 (21.5 cm x 27.9 cm) sheet with consistent 1” or 2.5 cm margins on all sides. Below is a template.

|  |  |
| --- | --- |
| **Title** |  |
| **Organizing Group** |  |
| **Location** |  |
| **Key Question/Problem** |  |
| **Sample Methods** |  |
| **Results**  |  |
| **Impact Level** |  |
| **Time Frame** |  |
| **People Engaged** |  |
| **Web Link** |  |

Following is a sample of the Case Study Summary:

|  |  |
| --- | --- |
| **Title** | **EXAMPLE: Golden Vision 2030 Our Town, Our Future** |
| **Organizing Group** | City of Golden |
| **Location** | Golden, Colorado population ~19,000 |
| **Key Question/Problem** | Golden’s population grew more than 30 percent between 1990 and 2000, presenting challenges of walk ability, community engagement and housing affordability. With further growth projected for the future, Golden wanted to proactively involve the entire community in discussing solutions to short- and long-term challenges. |
| **Sample Methods** | Conducted at neighborhood block parties, chili socials, community events and summits, and neighborhood discussions.Methods: Storytelling, story listening, community distilled values, keypad polling, community conversations, online discussion forums (e.g. community almanac, twitter, Facebook, and i-neighbors), hand-drawn neighborhood boundary surveys, paper surveys, dot polling, word clouds, and digital storytelling by the youth. |
| **Results**  | The values identified by the Heart and Soul Community Planning process will serve as the starting point and philosophical guide for policy and regulatory changes as well as community action. With sincere dedication toward engaging the entire city Planning process has resulted in new and re-established relationships across perceived divides, 8 distinct i-neighbors neighborhoods (the source of grass-roots collective impact), updated Comprehensive Plan, community sharing network online, Neighborhood Grant Program, values-based qualitative development review applications, values-based Park and Recreation plans, budget recommendations around town values and future values-based code changes and subcommittees of residents that want to volunteer or be part of the collective action in the community.  |
| **Impact Level** | City-wide, including existing residents and anticipated newcomers |
| **Time Frame** | 30 months |
| **People Engaged** | 12%+ (~2,300) people personally engaged |
| **Web Link** | <http://ci.golden.co.us/SectionIndex.asp?SectionID=75> and <http://www.orton.org/projects/golden> |

**Pages 3-7** will comprise the content of the award submission. Each page of the submission must include a header in the upper right hand corner that includes the Organization Name and page number.

**Optional Pages 8-10.** Additional pages are permitted if the applicant wishes to include images or photos to help illustrate an important aspect of their submission.

## Headings and Content

More detail on content for each of the awards is contained in the award criteria for each award. Please consider including links to websites, communication information, videos, etc. in your write ups. The following are examples of headings that should be considered for the various award applications:

***IAP2 Canada Organization of the Year Award:***

* **Background:**
	+ P2 Challenges and Opportunities
	+ Rational for P2
	+ Impact of P2 on decisions
* **Impact –** evidence of P2 influence on organizational culture
* **Evaluation against Core Values –** evidence to demonstrate how the Core Values influence the organization and its public participation approach and practice.
* **Independent References –** evidence of stakeholder acknowledgement of P2 practices

***IAP2 Canada Research Award:***

* **The Problem and Challenge**
* **Methodology and Theoretical Frameworks**
* **Research Results**
* **Contribution to the Body of Knowledge**
* **Alignment with Core Values**
* **Independent References**

***IAP2 Canada Project Awards:***

* **The Problem and Challenge**
	+ How does P2 respond to those challenges or opportunities?
* **The Role of Public Participation**
	+ Level of engagement and project objectives
	+ What is the decision statement?
	+ The role of the public and stakeholders
* **Alignment with Core Values**
	+ How did you align with the core values? Make sure to include examples of communications, different P2 methods or techniques, etc.
	+ Don’t forget to tell us about the decision making process.
* **Creating relationships and Building Trust**
* **Evaluation Process –** provide a brief summary of the project evaluation process. Describe the project’s effectiveness in achieving results
* **Uniqueness of the Project**
	+ Describe any innovative practices in the project that might advance the field of P2
* **Independent References**

# Prizes

### All winners, including each project category winner, will receive:

* + Framed Certificate and/or Award
	+ Press release templates to be used to promote the winning entry.
	+ Projects will also be turned into case studies and showcased on the IAP2 Canada and/or International websites.

Winners of the 2015 IAP2 Canadian Core Values Awards will be encouraged to share their learning stories and experiences through several means with the IAP2 Canada community throughout 2015-2016. Exact details will be determined with the winners, but may include:

* + Presenting at events.
	+ Presenting a webinar.
	+ Providing resources for the IAP2 Canada website.
	+ Writing about their project or organization or research.

The three National Award winners will also have their successful submissions entered into the IAP2 International Awards. The International Awards are to be judged in mid-2015 and the winners announced at the IAP2 North American Conference.

# Judging Panel

A panel of diverse public participation professionals will be sought through a participatory process and appointed by the IAP2Canada Board to judge the applications. This year’s judges will be announced at the IAP2 Canada AGM on April 28, 2015.

# Judging Process

The judging panel will:

* + Assess each application independently against the IAP2 Core Values (see page 2) using established criteria,
	+ Use the criteria, IAP2 Core Values and rating scales provided to assess and score each application independently,
	+ Provide a written explanation and rationale of their choice of score to ensure transparency,
	+ Select a short list of entries for deliberation with the other judges,
	+ Participate in judging panel decision on project category finalists and winners,
	+ Participate in decisions on the finalists and Project winners, the overall winner of the Canadian Project of the Year, and the finalists and winners for the Canadian Organization of the Year and Canadian Research Award.

***Note: The Judges reserve the right to decline giving an award in any category if they believe there are no exceptional applicants in a given year. The Judges reserve the right to change or move a project submission to an alternate category. The Judges may identify runner-up or honourable mention for each award category.***

**Key Dates**

**Applications open: Monday, April 6, 2015**

**Applications close: 4.30pm (Pacific) Monday, May 4, 2015**

**Information Webinar – Tuesday, April 21st at 11AM Pacific –** [**REGISTER**](http://iap2canada.ca/event-1870675?CalendarViewType=1&SelectedDate=4/3/2015)

**Finalists for each category will be notified**

**All award winners will be announced at the Core Values Awards Gala dinner in Portland, Thursday, September 10, 2015.**

**How to Enter the 2015 Core Values Awards**

**Submissions supporting applications for all award categories must be:**

* **Please review Style Guide.**
* **In order to foster creativity and diversity, consideration should be given to including a “creative or interactive” element to the submission. For example, applicants could include a link to a photo diary, oral account or a video as part of their submission.**

**Entries must also be accompanied by:**

* Application Cover Sheet (page 18 of this Kit)
* Consent to Reproduce Material Form (page 19 of this Kit),
* Checklist (page 20 of this Kit).

**Entries via email to:**

info@iap2canada.ca

##### DEADLINE:

**Monday, May 4th, 2015 - NO LATER THAN 4.30 PM (Pacific)**

***Entries received after this date will not be included in the judging process.***

***Note: All entrants will receive a confirmation email to acknowledge receipt of their submission. If you do not receive this email within 24 hours please contact Amelia Shaw via*** ***info@iap2canada.ca.***

**Application Fee**

A registration fee of $100 is required for each application. The fee is in place to cover the costs of program administration. However, please let us know if this is a problem because we do not want it to be a deterrent to applying.

You can pay on-line through the [IAP2 Canada website](http://iap2canada.ca/event-1905619?CalendarViewType=1&SelectedDate=4/3/2015)

Or send a cheque: IAP2 Canada

1491 Winslow Drive

Sooke, B.C.

V9Z 1B2

### Questions

Please refer any questions to info@iap2canada.ca – subject heading – Core Values Awards.

**2015 CORE VALUES AWARDS**

**Application Cover Sheet**

*Please attach completed form to each entry*

|  |  |
| --- | --- |
| Name of Submission |  |
| Sponsoring Organization |  |
| Contact Person |  |
| Name of Relevant Manager |  |
| Postal Address |  |
| Telephone Numbers |  |
| Email Address |  |
| Award Category: National Awards and Project Awards |  | Please check relevant category or categories: |
| Canadian Organization of the Year |  |
| Canadian Research Award |  |
| Creativity, Contribution and Innovation in the Field |  |
| Indigenous Engagement |  |
| Respect for Diversity, Inclusion and Culture |  |
| P2 for the Greater Good |  |

## 2015 CORE VALUES AWARDS

**Consent to reproduce material**

*Please attach completed form to each entry*

I, the undersigned, do hereby authorize IAP2 Canada to use the material provided by

*(Insert name of contact person):*

on behalf of *(insert name of organization or individual):*

and I/We agree that IAP2 Canada may use or permit other persons to use the material provided in such a manner as may be deemed appropriate. This may include, but is not limited to, newsletters, websites, marketing materials, educational information, brochures and media releases.

Signed:

Name:

Date:

## 2015 CORE VALUES AWARDS

**Application Checklist**

*Please attach completed form to each entry*

ORGANIZATION NAME:

CONTACT PERSON:

PHONE:

EMAIL:

DATE:

|  |  |  |
| --- | --- | --- |
| ITEM | COMMENTS | PLEASE CHECK |
| Application addresses the criteria for each category |  |  |
| Application has taken the Style Guide into consideration. |  |  |
| Application Cover Sheet |  |  |
| Consent Form to Reproduce Material |  |  |
| Application is no longer than 10 typed pages in length |  |  |
| Application is under 5MB is size. |  |  |
| Additional creative/interactive materials |  |  |
| Application Fee |  |  |

## 2015 CORE VALUES AWARDS

**Tips and Tools**

Drafting an award submission takes time and thought. But entering the IAP2 Canada Core Values Awards (CVA) program is a great way to showcase your Organization and share your achievements with others in this rapidly growing industry. It is a great way to receive recognition for hard work while also providing a valuable resource for colleagues in the industry.

IAP2 Canada’s premier Core Values Awards recognize and encourage projects and organizations that are at the forefront of public participation. The awards were created to encourage excellence, quality and innovation in public participation. Embedding the IAP2 Core Values in organizations and projects that demonstrate leading practice is a key focus for the awards.

While winning is the ultimate goal of all entrants, the submission process can be an invaluable opportunity for your organization and team. By carefully answering each question in your chosen category you have an opportunity to gain a deeper insight into your activities, achievements and values.

### Compliance

First and foremost, make sure your awards submission is compliant. If you are unsure about your interpretation of the specifications, rules or requirements email IAP2 Canada and ask for clarification.

* + Do not make assumptions in answering the questions.
	+ Answer ALL the questions on the award application, as each question is scored against the criteria.
	+ Proof read your submission
	+ Stick to the page limit and font size. Only the 16-page submission will be made available to the judging panel in keeping with guidelines. Submissions over the page limit do not get passed on to the judges

### Content

* + Your answers should be succinct, well phrased and provide the most important information in relation to IAP2’s Core Values.
	+ Make sure you read every question carefully and understand how it should be answered before you start writing.
	+ Don’t be scared to tell the truth. A failure in a project that is incorporated in the learning curve towards a successful outcome is valuable information to share.
	+ Each CVA Category has a criteria and description. This is a clear indication that your response needs to show how your project or organization meets that criteria. The entries that receive stronger scoring clearly answer the selection criteria.
	+ If any of the evaluation criteria are quantifiable, make sure you report the success of your activity against hard metrics.
	+ The best submissions present details rather than broad statements such as ‘The results exceeded all expectations’.

### References

* + References are checked for every award finalist.

### WOW Factor

* + Make your submission stand out. The judges will be analyzing many submissions. You want to make your submission stand out to keep them engaged. Write it in a voice that is engaging and compelling.

### Timing

* + Ensure you have allocated enough time to complete all the questions.
	+ If you are unsure how long the application will take, have a quick look through the questions so you can determine how long it will take you to write the answers. This will also give you a good indication of what type of information you will need to complete the submission.

### Submitting your application

* + Submissions must be received no later than the due date and time. Late submissions will not be accepted.
	+ Confirm your submission has been received. All submissions will be sent a confirmation email. If you do not receive one take the initiative and follow it up.
	+ Ensure your submission is not too large – must be fewer than 5MB.