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**2024 Core Values Awards**

**Visual, Organization and Research Award Application Kit**

**If you are applying for the following awards, please use this Core Values Awards Application Kit:**

★ Visual Engagement

★ Organization of the Year

★ Research Project of the Year

**If you are applying for the following awards, please use the** [**Core Values Awards Project Application (Case Study) - Kit**](https://docs.google.com/document/d/1QrPzrW8gLA5jhEmm_X3HSKD2zSsFVYac/edit?usp=sharing&ouid=115248214937815069146&rtpof=true&sd=true)**:**

★ Indigenous Engagement

★ Respect for Diversity, Inclusion and Culture

★ Creativity, Contribution and Innovation in the Field

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# How to Apply

In the following document, you will find the Style Guide, guidelines for submitting responses to the award’s criteria, tips and tools, as well as supporting documents for you to fill-out.

For more details on the different Core Values Awards (including criteria), please consult the [Core Values Awards Information Package](https://iap2canada.ca/Core_Values_Awards). Questions? Please contact info@iap2canada.ca

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

 Abide by the Style Guide.

 To support a range of applicants, creative submissions are welcome. 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

 Consent to Reproduce Material Form

 Application Checklist

To apply, please send entries via email to: info@iap2canada.ca [Subject Line - Core Values Awards application and *Organization Name*]

## Deadline to Apply

**The deadline to apply is May 8, 2024.**

*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 48 hours, Monday to Friday please contact us at 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 barrier, as we do not want it to be a deterrent to applying.

[You can pay online through the IAP2 Canada website.](https://iap2canada.ca/event-5633108)

## Questions

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

# Style Guide

## Format

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

* Entries will be ***no more than 10*** letter-size (8 ½ in x 11 in) or A4-size pages (21.6 cm x 27.9 cm), excluding the required forms (i.e., application cover page, consent to reproduce materials, application checklist, references). If the entry includes photos or images, it may be up to ten pages. Consider using links to materials where appropriate.
* All text will be in Arial 11 point font. Section headings will be in boldface.
* Entries may be submitted in English or French.

## Cover Sheet

The cover page must include:

1. Project title
2. Award category
3. Organization name
4. Nominee’s name
5. Contact information
6. Names of any IAP2 members involved in the project, organization or research team

## Headings and Content

More detail on desired application content for each of the award opportunities is contained in the award criteria for each award below.

### Visual Engagement Award

This award will be given to the project that best visually demonstrates an effective use of design in ALL of the following:

* Notification of engagement
* Materials to support informed participation
* Reports on engagement contributions and impact
* Describe how the IAP2 Core Values are reflected in these materials

Please include examples of your communication materials to the public, participants, decision-makers and/or others - which may include advertisements, website snapshots, reports, social media, videos and more. We want to know how you graphically communicated.

In addition, the application should 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 10-page submission).

#### Prior Examples

* 2018 co-recipients, The Region of Waterloo and Dillon Consulting, “[Biosolids Strategy](https://youtu.be/PpiGykoASkg)”

### Organization of the Year Award

The Organization of the Year Award recognizes the application of the Core Values throughout the organization and how engagement is embedded into decision-making practices.

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.

#### Award Criteria - Organization of the Year

To apply for this award, please address the following information:

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 and engagement into the way they work;
3. Provide evidence of their commitment to learn and build capabilities in public participation and engagement;
4. Describe how internal/staff participation and engagement has set the tone for external public participation and engagement;
5. Provide evidence about their track record in, or long-term commitment to, effectively involving communities and the public in decision-making and policy setting;
6. Demonstrate their adaptability in the face of major challenges, reputation risk or unexpected outcomes.

The information must be presented in sections with headings. Here’s an example of how you could organize your information:

* Background
	+ P2 Challenges and Opportunities
	+ Rationale for P2
	+ Impact of P2 on decisions
* Impact – evidence of P2 influence on organizational culture
	+ Policies, strategies, practices and/or procedures
	+ Leadership
	+ Learning and building capabilities
	+ Internal / staff participation and engagement
	+ Track record for community and public participation
	+ Adaptability
* Evaluation against all seven [IAP2 Core Values](https://iap2canada.ca/Pillars) – 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

In addition, the application should 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 community members who have been involved in the engagement process. (References to be included as an additional attachment to the 10-page submission.)

#### Prior Examples

* 2020 recipient, [Nova Scotia Health Authority (NSHA)](https://youtu.be/jE_rzg8nhdE)
* 2018 recipient, [The City of Edmonton](https://youtu.be/F96TFcWOtgA)

### Research Award

The Research Award acknowledges important contributions to the body of public engagement knowledge.

Innovation doesn’t happen by accident. The combination of interesting problems, good questions and a spirit of inquiry 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.

#### Award Criteria – Research Award

To apply for this award, please include the following information as sections with headings:

* The Problem and Challenge: Briefly describe the overall research question or problem, and its alignment with public participation and engagement.
* Methodology & Theoretical Frameworks: Briefly describe the research methods used and how you approached your research question or problem. Note also any theoretical frameworks which support your research.
* 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?
* Contribution to the Body of Knowledge: What is your contribution to the body of knowledge in the field of public participation and engagement? How are the results being shared and the results being practically applied?
* Alignment with [IAP2 Core Values](https://iap2canada.ca/Pillars): Describe how the IAP2 Core Values are reflected in your methodology and/or your findings. This might include some or all of the following:
	1. Those who are affected by the decision were involved in the decision-making process.
	2. The public’s contribution influenced the decision.
	3. The decision was sustainable and recognized and communicated the needs and interests of all participants, including decision makers.
	4. 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 research. Information provided to participants supported meaningful participation. Participants were informed about how their input affected the research process and/or outcomes.
* In addition, 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 and should include members of the public who have been involved in the research process. (References to be included as an additional attachment to the 10-page submission).

#### Prior Examples

* 2021 recipient, Simon Fraser University’s Morris J. Wosk Centre for Dialogue, “[Beyond Inclusion: Equity in Public Engagement](https://youtu.be/jG84h-oVhMQ)”

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Please consider including links to websites, communication information, videos, etc. in your write ups.

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# Application Cover Sheet

*Please attach a completed form to each entry but keep it separate from the award submission.*

| **Name of Submission** |  |
| --- | --- |
| **Sponsoring Organization** |  |
| **Contact Person** |  |
| **Postal Address** |  |
| **Telephone Numbers** |  |
| **Email Address** |  |
| **Optional - applicant social media accounts**  |  |
| **Award Category for Project Submission** | **Please check relevant category or categories:** |
| Organization of the Year |  |
| Research Project Award |  |
| Visual Engagement Award |  |

# Consent to reproduce material

*Please attach a completed form to each entry but keep it separate from submission.*

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:

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# Application Checklist

*Please attach one completed form for 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 in size. |  |  |
| Additional creative/interactive materials |  |  |
| [Application Fee](https://iap2canada.ca/event-5633108) |  |  |

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# Tips

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

IAP2 Canada’s 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 (info@iap2canada.ca) and ask for clarification.

* If you make assumptions in answering the questions, please be sure to name your assumptions.
* Answer ALL the questions on the award application, as each question is scored against the criteria.
* Proofread your submission.
* Stick to the page limit and font size. Only the 10-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 award 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.

## Compelling Submissions

* Please keep in mind that the judges will be reviewing 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 preparation 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.