#

**2024 Core Values Awards**

**Project Application (Case Study) Kit**

**This case study template is to be used as the application form for the following Core Values Awards Project Applications (Case Study):**

★ Indigenous Engagement

★ Respect for Diversity, Inclusion and Culture

★ Creativity, Contribution and Innovation in the Field

**Please use the** [**Core Values Awards Application Form**](https://docs.google.com/document/d/1555wWwzoNkSlrv6iIFqJjBrlEnlpsAo3/edit?usp=sharing&ouid=115248214937815069146&rtpof=true&sd=true) **when applying to the following awards:**

★ Visual Engagement

★ Organization of the Year

★ Research Project of the Year

**A note about this Case Study Template and how it will be used:**

This Case Study Template was first developed in 2020 by IAP2 Australasia with the overall aim of providing a valued resource to IAP2 members. One of the key objectives for the Case Study Template is to inform the evaluation of Core Values Awards applications, and, following feedback from previous applicants, the template has been revised to align with the IAP2 Canada Core Values Awards Judging Criteria for the 2024 Awards.

All Core Values Awards Applicants who are entering one of the Case Study categories are required to submit using this template for their application. This supports consistency for the judging process. (Entrants in Organization of the Year, Research award or Visual Engagement categories are not required to use this template. [Refer to the Core Values Awards Application Kit](https://docs.google.com/document/d/1555wWwzoNkSlrv6iIFqJjBrlEnlpsAo3/edit).)

Along with Case Studies that IAP2 Canada may develop from time to time, the Core Values Awards Case Studies may form part of a future library of resources for members and/or IAP2 training participants. As such, information provided in this application will be publicly available. We understand that there may be some information which you prefer remains confidential. Please indicate these sections in your application, and they will be removed after the judging process, and before publication.

A note on the image and model placeholder boxes: the images you wish to include may have different dimensions. It is not a problem to adjust the image placeholder boxes to suit your particular image specifications. For examples of previous case studies, you are welcome to look at the [IAP2 Australasia Core Values awards website](https://iap2.org.au/case-studies/).

Please do not adjust the font or colours.

Further instructions on completing the Case Study Template can be found in the comments boxes on the right hand side of the page. Please delete these comment boxes before submitting your final entry.

*Please remove this page before submitting your entry.*

# **Application Cover Sheet**

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

| **Name of Submission** |  |
| --- | --- |
| **Sponsoring Organization** |  |
| **Contact Person** |  |
| **Postal Address** |  |
| **Telephone Numbers** |  |
| **Email Address** |  |
| **Optional - applicant social media accounts**  |  |
| **Award Category for Case Study Submission** | **Please check relevant category or categories:** |
| Indigenous Engagement |  |
| Respect for Diversity, Inclusion and Culture |  |
| Creativity, Contribution and Innovation in the Field |  |

**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:

**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 the relevant 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 |  |  |
| [Application Fee](https://iap2canada.ca/event-5633108) |  |  |

Case Study: Title with byline

| **Insert photo or image** |
| --- |

| **Highlights at a glance (max 500 words)** * State what is unique or innovative
* Identify the project sponsoring organization and geographic location
* State engagement objectives, purpose and scope
* State IAP2 spectrum level(s)
* Three key outcomes showing impact of public participation and engagement: 1) xxxx, 2) xxxx and 3) xxxx
* Three key engagement takeaways: 1) xxxx, 2) xxxx and 3) xxxx
 |
| --- |

| 1.0 Context |
| --- |

*Maximum 700 words for this section*

* Identify organization, sector and geographical location
* Please describe why engagement was undertaken, an overview of the engagement approach, and how input was intended to impact the situation.
* Describe how participants were engaged, and provide evidence of diverse participation and inclusive engagement.
* List supporting communications/materials developed

| 2.0 Methodology |
| --- |

*Maximum 1000 words for this section*

### Planning

* Describe engagement methods and delivery, sequencing and anticipated participation levels/targets (and display as applicable)
* Outline the enabling factors/conditions and how participation was supported to ensure inclusion
* Describe data collection tools
* Outline resources such as budget, timeframe, internal delivery and contracted support

| **Image or diagram showing engagement methods, sequencing or tools** |
| --- |

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

| **IAP2 Core Values**  | **Example of how this was considered in the design of your project**  |
| --- | --- |
| 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
 |  |
| 1. Public participation includes the promise that the public’s contribution will influence the decision
 |  |
| 1. Public participation promotes sustainable decisions by recognising and communicating the needs and interests of all participants, including decision makers
 |  |
| 1. Public participation seeks out and facilitates the involvement of those potentially affected by or interested in a decision
 |  |
| 1. Public participation seeks input from participants in designing how they participate
 |  |
| 1. Public participation provides participants with the information they need to participate in a meaningful way
 |  |
| 1. Public participation communicates to participants how their input affected the decision
 |  |



| **Diagram showing key project figures, reach, participation or metrics** |
| --- |

| **Insert photo or image of engagement activity with caption** | **Insert photo or image of engagement activity with caption** | **Insert photo or image of cover of findings report**  |
| --- | --- | --- |

| 3.0 Manage Engagement |
| --- |

*Maximum 500 words for this section*

* Describe specific challenges faced by the project, and how the engagement process responded to those challenges as it relates to the award category you are applying for.
* How did you create relationships and build trust both during and after the engagement process?

| 4.0 Outcomes, impact and insights |
| --- |

*Maximum 500 words for this section*

### Reflection and evaluation of engagement

* Describe how you evaluated your engagement (for participants, decision-makers, and others who might have been involved). What important information did you learn through the evaluation?
* Describe what specific and tangible influence/impact the engagement process ended up having (on people, policy, organizations, etc.)? Use examples when possible to show what is different because engagement was done well.
* Outline the reporting processes to decision makers, key stakeholders and participants, identify how feedback shaped decisions made.

### Innovation and Uniqueness

In a few sentences, describe the ways your project has advanced “the way engagement is done” in your context and/or the field as a whole.

| **Acknowledgements and to find out more**We would like to thank [your organization] for agreeing to share this case study and insights to advance engagement practice. This case study was authored/co-authored by [author names].At the time of publishing, [Name] was employed by [organization] in the position of [role]. [Name] has experience in the [industry] sector and expertise in engagement and the use of [engagement method]. For more information about this project see:* [website or webpage]
* [YouTube]
* [other as applicable]

To connect with the authors:* [link to LinkedIn profile]
* [link to LinkedIn profile]
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