2024 IAP2 USA Core Values Awards

APPLICATION OVERVIEW

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IAP2 USA's premier Core Values Awards recognize and encourage projects and organizations at the forefront of practicing and implementing public participation. The Awards were created to promote 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.

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 decision to be made or the problem to be solved.
· appropriate choices have been made regarding the role of the public; and
· the Core Values are expressed throughout the process.

Applicants should be able to describe and provide evidence as to how their work expresses the Core Values.

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.

IAP2 Spectrum of Public Participation

IAP2's Spectrum of Public Participation was designed to assist with the selection of the level of participation that defines the public's role in any public participation process. The Spectrum is used internationally, and it is found in public participation plans around the world.

INCREASING IMPACT ON THE DECISION

	INFORM	CONSULT	INVOLVE	COLLABORATE	EMPOWER
PUBLIC PARTICIPATION GOAL	To provide the public with balanced and objective information to assist them in understanding the problem, alternatives, opportunities and/or solutions.	To obtain public feedback on analysis, alternatives and/or decisions.	To work directly with the public throughout the process to ensure that public concerns and aspirations are consistently understood and considered.	To partner with the public in each aspect of the decision including the development of alternatives and the identification of the preferred solution.	To place final decision making in the hands of the public.
PROMISE TO THE PUBLIC	We will keep you informed.	We will keep you informed, listen to and acknowledge concerns and aspirations, and provide feedback on how public input influenced the decision.	We will work with you to ensure that your concerns and aspirations are directly reflected in the alternatives developed and provide feedback on how public input influenced the decision.	We will look to you for advice and innovation in formulating solutions and incorporate your advice and recommendations into the decisions to the maximum extent possible.	We will implement what you decide.

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2024 AWARD CATEGORIES

IAP2 USA is offering Five Award Categories this year.

- General Project Award
- Creativity and Innovation Project Award
- Respect for Diversity, Inclusion and Culture Project Award

The **Project of the Year** winner is selected to compete at the IAP2 International level and may come from any of these three award categories.

- Research of the Year Award
- Organization of the Year Award

The winners in each category of the Awards will be notified in July and will be publicly announced at the 2024 IAP2 North American Conference in October 2024.

IAP2 USA is Participating in Three International Awards offered by IAP2

- Project of the Year Award
- Organization of the Year Award
- Research of the Year Award

These entries are selected from IAP2 USA winning entries and will have their submissions automatically entered to compete at the IAP2 International Core Values Awards. The International Awards are judged in August and the winners announced later that fall

How to Enter the Organization of the Year Award

1. Register and process your application fee through the IAP2 USA website at <u>2024 Core Values Awards</u> listed in the IAP2 USA Events Calendar. 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 <u>online</u> or send a check with letter noting CVA and applicant name and email address to IAP2 USA, 13396 Kearney St., Thornton, CO 80602

Submission deadline is May 15, 2024. No submissions (or part thereof) will be accepted after this date.

2. Submit your eight-page entry and the entry material via email to <u>info@iap2usa.org</u> Submit as a PDF or Word document. Applications should be no longer than eight single sided A4 pages or four double sided A4 pages.

3. Include these entry materials: a Completed <u>Consent to reproduce material</u>, a Completed <u>Application Checklist</u> and a <u>500-word summary</u> along with your eight-page entry. (These three pages are not a part of the eight-page count for your entry but must be included when you submit.)

4. Page 1 of your entry will be the Cover Page using the <u>Cover Page Template</u> The cover page must include:
- The title, Award category, Organization name, Nominee's name, Contact Information, References, 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.

5. Page 2 will be the Project Summary. The total word count should not exceed 200-250 words on a single letter-size page (8 ½" x 11") or A4 (21.5 cm x 27.9 cm) with 1" or 2.5 cm margins.
Include the following:
Title
Organizing Group
Location
Key Question/Problem
Sample Methods
Results
Impact Level
Time Frame
People Engaged
Web Link

6. 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 with Organization Name and page number. **Include the following criteria in your entry.**

a. Public Participation Challenges and Opportunities
Describe the mission of the organization and its challenges with regard to internal and external stakeholders or public entities.

b. Rationale for Public Participation
Discuss the rationale or impetus that led the organization to embrace the principles and values of public participation.

c. Impact of Core Values on the Organization
Discuss how the Core Values are influencing both operations and organizational culture. Provide examples of specific ways that public participation has impacted decisions, leveraged, or created opportunities for your organization.

d. Provide evidence of how the Core Values are helping to shape organizational culture.
Evidence of a culture of public participation within an organization may include (but are not limited to):
- evidence that public participation is an organizational strategy, a component of organizational mission/mandate, a key business element or deliverable for the organization.
- evidence of how the IAP2 Core Values are embedded into the professional development of the organization.
- the existence of a public participation policy, and the breadth of scope of the policy's influence on the operations or work of the organization
- evidence of public participation knowledge and/or practice competency of employees, and the existence of internal training programs for staff, volunteers, etc.
- existence of internal frameworks for carrying out public participation work that reflect or are based in IAP2's Core Values.
- evidence that the public participation activities of the organization are evaluated as part of overall business strategy.

7. Page 8 An eighth page is permitted for images or photos to help illustrate an important aspect of the submission.

8. While not a requirement for submission, applicants are welcome to provide a 3-minute video to supplement their application that includes members of the public, stakeholders, project staff identifying how IAP2 core values were reflected in the project and/or footage of public participation in practice in the project, research or organization. Once submitted these videos will remain the property of IAP2 and will be included in a bank of resources for IAP2 members around the world to access thereby furthering the practice and sharing experience in the field.

How to Enter the Research Award

Research Award

Innovation does not 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.

Research is critically important to IAP2 and its members if we are to understand and overcome challenges in everyday public participation and build upon P2 theory and practice. The Research Award acknowledges important contributions to the body of public participation knowledge.

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Submit as a PDF or Word document. Applications should be no longer than eight single sided A4 pages or four double sided A4 pages.

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The cover page must include:
- The title, Award category, Organization name, Nominee's name, Contact Information, References, 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

5. Page 2 will be the Project Summary. The total word count should not exceed 200-250 words on a single letter-size page (8 ½" x 11") or A4 (21.5 cm x 27.9 cm) with 1" or 2.5 cm margins.
Include the following:
Title
Organizing Group
Location
Key Question/Problem
Sample Methods
Results
Impact Level
Time Frame
People Engaged
Web Link

6. 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. **Include the following criteria in your entry.**

a. The Problem and Challenge
Briefly describe the overall research question or problem, and its alignment with public participation.

b. Methodology & Theoretical Frameworks
Briefly describe the research methods used and how you approached your research question or problem. Also note any theoretical frameworks which underpinned your research.

c. 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?

d. Contribution to the Body of Knowledge
What is your contribution to the body of knowledge in the field of public participation?

e. 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 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.

7. Page 8 An eighth page is permitted for images or photos to help illustrate an important aspect of the submission.

8. While not a requirement for submission, applicants are welcome to provide a 3-minute video to supplement their application that includes members of the public, stakeholders, project staff identifying how IAP2 core values were reflected in the project and/or footage of public participation in practice in the project, research or organization. Once submitted these videos will remain the property of IAP2 and will be included in a bank of resources for IAP2 members around the world to access thereby furthering the practice and sharing experience in the field.

Project Category Awards

The project should demonstrate a high level of alignment with ALL the IAP2 Core Values and meet the criteria outlined on page 7. Submissions should also consider the category descriptions below and how the project aligns to the chosen category.

General Project Award

This award will be given to the project that best reflects excellence in the tools, techniques and efforts in public participation and demonstrates the use of all the Core Values within a defined project.

Creativity and Innovation Project Award

This award will be given to the project that best demonstrates innovative, creative use of techniques and tools to engage participants effectively and meaningfully in a project. Judges will look for a robust project or process that stands out because it is unique, with a series of innovations that can serve as a model for others. Perhaps the innovation is in the use of social media with a focus on iterative conversations. Or familiar techniques are used in an unexpected manner or with unusual publics. Possibly, techniques have been applied to uncommon problems. Tell your story in an inventive and original manner.

Respect for Diversity, Inclusion and Culture Project Award

This award will be given to the project that best demonstrates one or more of the following:
- Effective engagement of marginalized, vulnerable and "hard to reach" populations.
- A multicultural, linguistically diverse and/or bilingual process that reflect a depth and diversity of participants.
- Size, scope and scale of project that incorporates areas that are remote, rural or vast.
- Culturally appropriate and inclusive processes with Indigenous people and/or communities
- Projects that resulted in positive social outcomes with limited budget and/or resources in such as project.

NOTE - awards will be won in each of the Project categories. The judges will then review the winners from each category to determine the Project of the Year which will be forwarded to compete in the International awards..

How to Enter the Project Awards

- General Project Award
- Creativity and Innovation Project Award
- Respect for Diversity, Inclusion and Culture Project Award

1. Register and process your application fee through the IAP2 USA website at <u>2024 Core Values Awards</u> listed in the IAP2 USA Events Calendar. 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 <u>online</u> or send a check with letter noting CVA and applicant name and email address to IAP2 USA, 13396 Kearney St., Thornton, CO 80602

Submission deadline is May 15, 2024. No submissions (or part thereof) will be accepted after this date.

2. Submit your eight-page entry and the entry material via email to <u>info@iap2usa.org</u>

- **For all Project Category Submissions please use the<u> 2024 Core Values Awards Project Application.</u>**

- Applications should be no longer than eight single sided A4 pages or four double sided A4 pages. Include a header in the upper right-hand corner that includes the Organization Name and page number. Submit as a PDF or Word document.

- Note: the Consent to Reproduce Material, a Completed Application Checklist and a 500-Word Summary must accompany your eight-page entry. (These three pages are not a part of the eight-page count for your entry but must be included when you submit. For convenience they are included in your Project Application Form.)

3. Page 1 of your entry will be the Cover Page using the Cover Page Template
The cover page must include:
- The title, Award category, Organization name, Nominee's name, Contact Information, References, 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

4. Page 2-8 will be the completed 2024 IAP2 USA <u>Core Value Awards Case Study</u> <u>Template</u>

5. While not a requirement for submission, applicants are welcome to provide a 3-minute video to supplement their application that includes members of the public, stakeholders, project staff identifying how IAP2 core values were reflected in the project and/or footage of public participation in practice in the project, research or organization. Once submitted these videos will remain the property of IAP2 and will be included in a bank of resources for IAP2 members around the world to access thereby furthering the practice and sharing experience in the field.

Requirements for all Entries and Style Guide

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

- No more than 8 pages – please do not forget to include some pictures or examples of materials used.
- Font size 11 Arial
- Up to 5MB in size (submissions greater than this will not be received)
- Each page of the submission must include a header in the upper right-hand corner that includes the Organization Name and page number.
- Project Award Entries must use the new Case Study Template

Entries must also be accompanied by:
- Application Cover Page
- Consent to Reproduce Material Form
- Application Checklist
- A 500-word summary of the application

The cover page must include:
- The title
- The Award category.
- Organization's name.
- Nominee's name.
- Contact Information.
- References.
- Contact information for 3 publications (newspapers, journals, magazines, etc.) to be notified if your entry is selected; and
- Names of any IAP2 members involved in the project, organization, or research team.

Send Entries via email to:

info@iap2usa.org – Subject Heading – Core Value Awards Application

DEADLINE: **May 15, 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, please contact info@iap2usa.org.

Prizes

All winners of the IAP2 USA Awards will receive a Certificate or Award and the opportunity to present at various events.

Projects will also be turned into case studies and showcased on the IAP2 USA or International websites.

The three major Award winners will also have their successful submissions entered into the IAP2 International Awards.

Winners of the 2024 IAP2 American Core Values Awards are encouraged to share their learning stories and experiences through several means with the IAP2 USA community throughout 2024-2025. Exact details will be determined with the winners, but may include:

- Presenting at events.
- Presenting a webinar.
- Providing resources for the IAP2 USA website.
- Writing about their project or organization or research.

The IAP2 USA awards will be announced at the IAP2 North American Conference in October 2024 at the Core Values Awards event and the international award winners will be announced in the fall.

IAP2 USA Judging Criteria

Judging Panel
A panel of diverse public participation professionals will be appointed by the IAP2 USA Board to judge the applications.

Judging Process
Judges will be required to measure submissions against the 7 Core Values and the criteria.

Judges will be required to provide their numerical score along with an explanation for their choice of score to ensure transparency. Submissions must receive a minimum average score of "good" (4/5) in order to be included in the "state of the practice" report of submissions. A minimum of 4 (good) must also be achieved to be considered for a Project of the Year award.

Rating Scale
5 = this project effectively demonstrates the highest level of achievement for this value
4 = this value is fully incorporated into this project's scope and implementation
3 = this value is incorporated into this project's scope at a basic level
2 = this value is demonstrated but inconsistently incorporated into this project
1 = this value is demonstrated to little or no extent by this project

Judges will provide an explanation of their choice of score to ensure transparency.

Judges will select a shortlist of entries for dialogue and deliberation with the other judges.

Judges will decide on project category finalists and winners.

Judges will decide the overall winners of the Project of the Year, Organization of the Year, and the Research Award.

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

Key Dates

Applications open: February 15, 2024

Applications close: May 15, 2024

Award winners will be announced at IAP2 North American Conference in October 2024. International winners will be announced in the fall of 2024.

Registration 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 online through the IAP2 USA website by registering for the 2023 Core Values Awards listed in the IAP2 USA Events Calendar.
Or send a check:

IAP2 USA
13396 Kearney St.
Thornton, CO 80602
(Please send a cover letter with check noting: CVA and applicant name and email address)

Questions

Please refer any questions to info@iap2usa.org – subject heading – Core Values Awards.

Helpful Information

Examples of winning IAP2 USA Core Value Awards projects can be viewed at the IAP2 USA Website https://iap2usa.org/cva. For examples of previous case studies, you are welcome to look at the IAP2 Australasia core values awards website.

Need Help or Have Any Questions? email info@iap2usa.org

Award Entry Document Links

- <u>2024 Core Value Awards Project Category Application</u>

- <u>Application Cover Page</u>

- <u>Consent to Reproduce Material</u>

- <u>Application Checklist</u>

- <u>500-Word Summary</u> of the application for posting on the IAP2 website and promotional use.