international association for public participation
CANADA

2019

Core Values Awards

Applicant's Kit

Applications Open: Thursday, February 14, 2019
Applications Close: Friday, May 3, 2019

IAP2 Canada
info@iap2canada.ca

2019 CORE VALUES AWARDS

IAP2 Canada's Core Values Awards 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, constraints 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 2019, 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

Following up on 2018's success IAP2 Canada is pleased to continue partnering with the Dazzling Notice Awards coordinators on the **IAP2 Canada Visual Engagement Award.**

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 IAP2 North American Conference in Charlotte, NC, USA on Thursday, September 5, 2019. Finalists will be notified by July.

The National Award winners will also have their successful submissions entered into the IAP2 International Awards. The International Awards are to be judged in August.

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:

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

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 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.

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 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.)

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.

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 by 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 ALL of the IAP2 Core Values and meet the criteria outlined. 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
- Innovations within the practice; 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 safe and inclusive processes with Indigenous peoples 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 or “less heard” 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.

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 ALL of the IAP2 Core Values. 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 on the IAP2 Spectrum 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 **all seven** of the IAP2 Core Values are reflected in your methodology and/or your findings
4. In your application, give particular attention to the following:
    a. Provide evidence of diverse participation and inclusive engagement. What was the breadth of engagement (measured by number and diversity of participants)?
    b. How were those affected by the decisions identified and involved in the decision making process?
    c. Provide evidence about how you won the support or co-operation of, or improved relations and participation opportunities with communities/stakeholders in specific project category.
    d. Explain how information provided to participants supported meaningful participation and were informed about how their input affected the decision.
    e. How did the input actually get used in the decision making process? How effective were the outcomes in influencing the decision?
5. How did you create relationships and build trust both in the process and post decision?
6. Describe your evaluation process (for both participants and decision-makers).
7. 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).
8. Describe how the decision-making process was different/improved compared with “normal” processes and what role public participation had in that change.
9. Describe how any innovative practices in the project might advance the field of public participation.

In addition, 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)

Visual Engagement Award Criteria

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

- Notification of P2
- Materials to support informed P2
- Report on P2 contributions and impact

Please include examples of your communications to: the public, participants, decision makers and others - which may include advertisements, links to a website, reports, social media, videos and more. We want to know how you graphically communicated.

Judging

Judges will be required to measure submissions against **ALL the 7 Core Values AND the criteria identified for each award**.

Judges will be required to provide their numerical score along with an explanation for their choice of score in order to ensure transparency. 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). Judges reserve the right to disqualify submissions made in a particular category that do not meet the application criteria for that award 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. 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:

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	

The following is a sample of a 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 walkability, 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. PLEASE NOTE - The **Visual Engagement Award** should include examples and a short explanation of what was done and why.

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, please note we do not have headings for the Visual Engagement Award:

IAP2 Canada Organization of the Year Award:

- **Background:**
  - P2 Challenges and Opportunities
  - Rationale for P2
  - Impact of P2 on decisions
- **Impact –** evidence of P2 influence on organizational culture
- **Evaluation against all seven 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 **ALL** 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 2019 IAP2 Canadian Core Values Awards will be encouraged to share their learning stories and experiences through several means with the IAP2 Canada community throughout 2019-2020. 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.

Winners will also be asked to provide a short video highlighting their successful entry. This video should be no more than 3 minutes and will be shown at the Core Values Awards Gala in Montreal as well as being showcased on IAP2 Canada's website. For examples of previous winners videos please take a look at the Core Values Awards website page.

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 August.

Judging Process

The judging panel will:

- Assess each application independently against ALL the IAP2 Core Values 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 shortlist 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: Thursday, February 14, 2019

Applications close: 4.30pm (Pacific) Friday, May 3, 2019

Finalists for each category will be notified by July

All award winners will be announced at the IAP2 North American Conference, Core Values Awards Gala dinner in Charlotte, NC, USA, Thursday, September 5, 2019.

How to Enter the 2019 Core Values Awards

Submissions supporting applications for all award categories must:

- **Abide by the 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
- Consent to Reproduce Material Form
- Checklist

Send entries via email to:

info@iap2canada.ca

DEADLINE:
Friday, May 3, 2019

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 online through the IAP2 Canada website

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.

2019 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	
	Visual Engagement Award	

2019 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: _____

2019 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		

2019 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 (info@iap2canada.ca) 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 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 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.