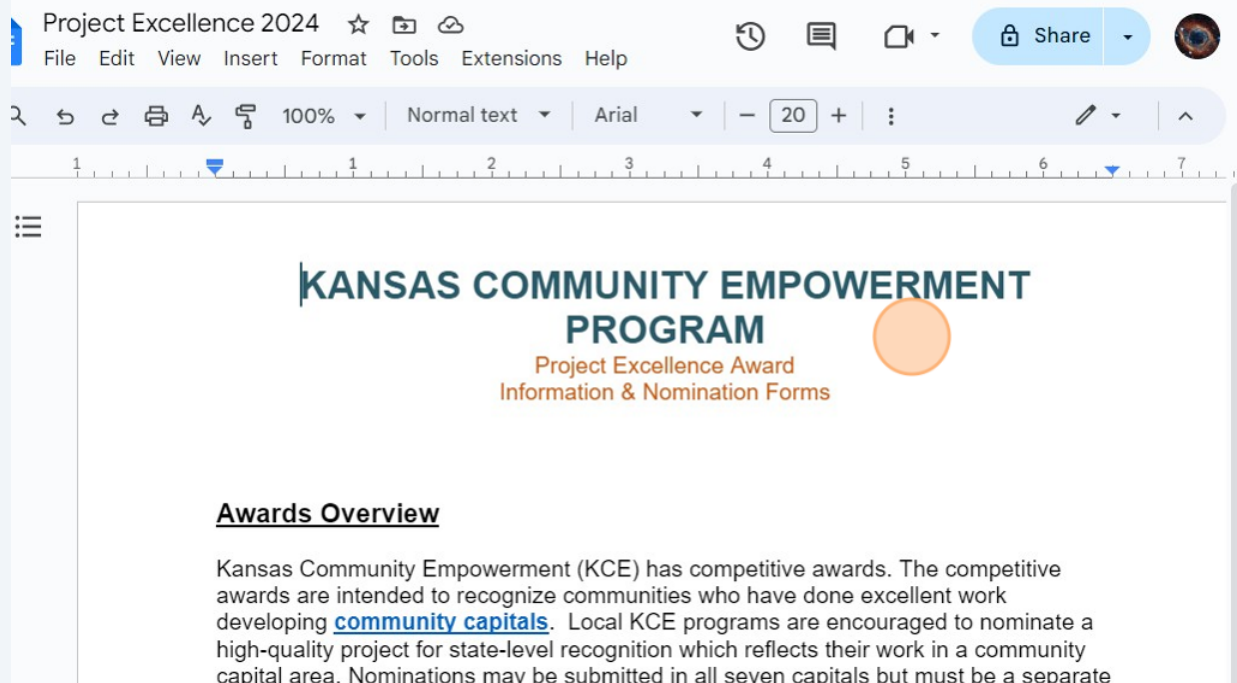# Project Excellence Tip Guide

1 This application is in a Google Doc form. You can go to File and save it as a Word Document on your desktop (in fact, we highly encourage you to because it's easier to edit and send that way).**https://docs.google.com/document/d/1tDwPG0Pkv4LsjIPTpggwLxFguLbNimJcSAlw2UPvLLo/edit**

2 Have a quick look to make sure you're using the right form - Project Excellence.

3 Read the instructions carefully.

PROGRAM
Project Excellence Award
Information & Nomination Forms

Awards Overview

Kansas Community Empowerment (KCE) has competitive awards. The competitive awards are intended to recognize communities who have done excellent work developing **community capitals**. Local KCE programs are encouraged to nominate a high-quality project for state-level recognition which reflects their work in a community capital area. Nominations may be submitted in all seven capitals but must be a separate project nomination (different project) for each capital. Project Excellence awards are competitively selected from the nominations received.

Eligibility

- Community must submit Community Folio to apply
- Only officially enrolled KCE communities in good standing (as outlined on the annual enrollment and has submitted quarterly reports) may receive awards. KCE participating communities that are not in good standing are not eligible to submit award nominations.
- Officially enrolled KCE communities that have completed one or more years in the program may submit nominations for competitive awards.

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4 Note the application deadline is May 1.

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- Officially enrolled KCE communities that have completed one or more years in the program may submit nominations for competitive awards.
- All projects nominated for awards must have had work completed in the previous calendar year. No projects may be submitted more than once.
- All award nomination forms and supporting documentation must be received by KCE no later than May 1.

Required for this application:

- Award folio submitted (1 per community, not per award)
- Be in good standing
- This form with Capitals selected involving the project
- 1-2 page narrative of the project (who was involved, how it made a difference in your community)
- 100 word summary of the project (it's ok if you go a little over)
- 3- 5 High quality pictures (if the pictures feature youth, please fill out this Photo Release Form and attach to application)

5 This section reviews what is required for the application. You can use the document itself to add the narrative into, or copy and paste one in. You will also need a 100 word summary. Be sure to label each what it is (for example: Narrative; Summary).

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1

6 Make sure that you include your email address too in the contact.

KANSAS COMMUNITY EMPOWERMENT PROGRAM
20__ AWARDS
Nomination Cover Page

Date: _____

Name of Community: _____

Primary Contact Information for Nominations:

_____

Contact daytime phone:

_____

Our Kansas Community Empowerment (KCE) program is submitting nominations for the following awards:
(*1 project per capital*)

PROJECT EXCELLENCE: CAPITAL CATEGORIES (For Capital descriptions, please see page 3 or visit this **Community Capitals Page**).

☐   Natural   Project Name: _____

7 Be sure to provide your project name, and a Community Capital that you feel it falls under. If you are confused as to what Community Capitals are, there are short descriptions at the end of the document to assist you in your decision.

Name of Community: _____

Primary Contact Information for Nominations:

_____

Contact daytime phone:

_____

Our Kansas Community Empowerment (KCE) program is submitting nominations for the following awards:
(*1 project per capital*)

PROJECT EXCELLENCE: CAPITAL CATEGORIES (For Capital descriptions, please see page 3 or visit this **Community Capitals Page**).

☐ Natural   Project Name: _____

☐   Cultural   Project Name: _____

☐ Human   Project Name: _____

☐ Social   Project Name: _____

☐ Political   Project Name: _____

8 If you include photos that have children's faces, be sure to submit a Photo Release form. When you are done with the application, you can email the finished document to **PRIDE@ksu.edu** or KSCE@ksu.edu.

☐ Built   Project Name: _____

_____ (our local) KCE gives the KCE program the right to use, in whole or in part, the information and supporting documents related to these nominations for the purposes of publicity, promotion, and audiovisual presentations. If photos include youth, please include this **Photo Release Form.**

Signature:

_____

When finished with your application – email to **PRIDE@ksu.edu** or **KSCE@ksu.edu**

2

Nomination & Selection Procedure

Subject to the above eligibility restrictions, KCE communities may submit nominations in as many categories as desired. However, communities may nominate only **one project per**

9 This section relates that you can only select one Capital category for your award nomination. If you select more than one, the Kansas PRIDE, Inc. Awards Committee will decide which Capital it falls best under for your community.

Nomination & Selection Procedure

Subject to the above eligibility restrictions, KCE communities may submit nominations in as many categories as desired. However, communities may nominate only **one project per category**. Please provide a short narrative describing your project and the impact that it has had on your community.

Nominations may be submitted in electronic or print format. Incomplete nominations will not be considered.

All complete nominations will be reviewed by a committee selected by the Kansas PRIDE, Inc. Board. KCE reserves the right to make more than one award per competitive category. If no nominations are found to display the standard of excellence desired, KCE also reserves the right to *not* make an award in any of the competitive categories.

KANSAS COMMUNITY EMPOWERMENT PROGRAM
Project Excellence Awards: Capital Descriptions

The KCE Awards programs are designed to recognize communities for their work in areas of community improvement represented in the Community Capitals Framework. "Project Excellence" Capital Project Awards will be made annually in the following project categories:

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10 Here are the descriptions of the Community Capitals.

improve water quality, plants or animals, or natural resources.

- **Cultural capital** includes the history, *celebrations and festivals that help form the unique identity* of the community. Examples of community cultural capital projects might include ethnic festivals, projects that enhance the arts or projects which preserve historical or cultural aspects of a community.

- **Human capital** refers to the skills and abilities of people, as well as efforts that support the physical, mental, or spiritual well-being of people. Investing in human capital means *investing in the capacity development of others*, including; education, leadership, or skill development activities your KCE group launches or supports.

- **Social capital** is the aspect of *social involvement and collaboration*. Social capital in a community is the aspect of encouraging people and organizations to "network and connect" effectively. It refers to the "social glue" or relationships that bond a community. Projects that might represent social capital are projects which build community trust, link people to groups, or bring people together around a common cause or project.

- **Political capital** refers to the *ability to influence and create change*. Efforts that increase a community's political capital would include efforts which give citizens an opportunity for expression and choice (such as youth or persons under-represented). Examples of projects that increase a community political capital include public visioning, public goal setting and priority setting, and projects that give citizens a chance to step forward and create positive community change.

3