**Community Excellence Awards**

**2025 Application Form**

Please complete and return the application form to [awards@ubcm.ca](mailto:awards@ubcm.ca) by May 30, 2025.

All questions must be answered by typing directly in this form. **All questions are reviewed and scored as part of the adjudication process; please do not leave any questions blank.**

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| **SECTION 1: Applicant Information** | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *(for administrative use only)* |
| Local Government or First Nation applicant: | Date of Application: |
| Primary Contact Person\*: | Position: |
| Phone: | E-mail: |
| I give permission for UBCM to share my contact information for peer learning between UBCM members. | |
| Secondary Contact Person\*: | Position: |
| Phone: | E-mail: |
| I give permission for UBCM to share my contact information for peer learning between UBCM members. | |

*\* Contact persons must be authorized representatives of the applicant (i.e. staff member or elected official).*

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| **SECTION 2: Category.** Please select only one: |
| **Excellence in Governance.** *Governance processes or policies that are outcomes-based and consensus oriented; that support and encourage citizen participation in civic decision-making; are efficient, equitable and inclusive, open and transparent; and exemplify best practices in accountability, effectiveness, and long-term thinking.*  **Excellence in Service Delivery.** *Projects/programs that provide effective services in a proactive manner and demonstrate benefit to the community.*  **Excellence in Asset Management.** *Projects/programs that demonstrate a comprehensive system of asset management policies and practices, meeting and/or exceeding accepted best practices.*  **Excellence in Sustainability.** *Projects/programs that incorporate a long-term sustainability lens by considering cultural, social, economic and environmental issues in planning, policy and practice.* |

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| **SECTION 3: Project/Program Details** |
| * + - 1. **Name of the Project/Program:** |
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| * + - 1. **Summary.** Please provide a summary of your project/program in 150 words or less. |
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| * + - 1. **Purpose.** What problem or issue does this project/program address? In other words, why was it started? |
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| * + - 1. **Outcomes.** What outcomes have you seen, or expect to see, as a result of the project/program? |
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| * + - 1. **Demonstrating Excellence.** Describe how your project/program demonstrates excellence in meeting the purposes of local government in BC, including how it provides promising practices for others to follow. |
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| * + - 1. **Timeline:** |
| Whenwas the project/program initiated?  Is it now substantially complete? |
| * + - 1. **Category Criteria.** How does your project/program meet the objectives of the category you have applied under. (Refer to Section 3 of the CEA Application Guide.) |
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| * + - 1. **Secondary Categories.** Does it meet the criteria of more than one category? If so, please identify one or more category and describe how the project/program meets the criteria. |
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| **SECTION 4: Award Criteria** |
| * + - 1. **Leadership.** Describe the extent to which your local government acted as a leader in the development or implementation of the project/program. |
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| * + - 1. **Innovation.** How does the project/program demonstrate creativity and innovation? Does it contribute to increased efficiency or effectiveness? |
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| * + - 1. **Partnerships and collaboration.** What partnerships supportedthe project/program? To what extent was collaboration (internal and/or external) evident? |
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| * + - 1. **Financial management and planning.** What is the financial impact of the program/project? Describe any financial practices that support long-term financial planning, value for money and/or economic development. |
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| * + - 1. **Engagement and communications.** How has the program/project been communicated, and what engagement has been foundational to its success? (Internally and/or externally) |
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| * + - 1. **Transferability.** In what way could other local governments in BC learn from or duplicate the process or outcomes of the program/project? |
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| * + - 1. **Performance measurement:** What performance measures, benchmarks and/or standards have been used to demonstrate benefit to the community? |
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| **SECTION 5: Additional Information** |
| * + - 1. Please share any other information you think may help support your submission. |
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| **SECTION 6: Required Attachments** |
| Council, Board or Band Council resolution indicating support for the project to be considered for a 2025 Community Excellence Award. Note: UBCM will accept applications without a resolution, providing the resolution is received by August 15, 2025. Please contact UBCM if the resolution cannot be submitted by the application deadline.  Five representative photos of the project. Photos should be submitted as JPEG files at a resolution suitable for display.  Links to any publicly available videos related to the project.  Applications should be submitted as Word or PDF files. Submit applications to: [awards@ubcm.ca](mailto:awards@ubcm.ca) |

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| **SECTION 7: Signature** | |
| Applications are required to be signed by an authorized representative of the applicant. | |
| Name: | Title: |
| Signature: | Date: |