**Community Excellence Awards**

**2025 Application Form**

Please complete and return the application form to 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:**
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| 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 |

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