

LGNZ EXCELLENCE Awards 2019 – Finalist application form

Please refer to the Guidelines provided at lgnz2019.co.nz/lgnz19/excellence_awards for information on completing this form.

Details of application

Award category (select one)	EXCELLENCE Award for Social Well-being EXCELLENCE Award for Economic Well-being EXCELLENCE Award for Environmental Well-being EXCELLENCE Award for Cultural Well-being
Council name (as it is to appear on award certificate)	
Project name (as it is to appear on award certificate)	
Contact person details	Name: Position: Phone: Email:

Application content

Project Summary

(150 words)

This should be a high-level overview or Executive Summary of the project. It should include:

- How the project/programme/initiative meets the criteria for this award category (details of criteria are on the categories page – see lgnz2019.co.nz/lgnz19/excellence_awards);
- What are some of the specific outcomes; and
- How the council has demonstrated excellence in the community well-being category it is being nominated for (i.e. social, economic, environmental or cultural).

Strategic Context

Scored out of 20 (300 words)

Applicants need to identify the rationale and objectives for the project/programme/initiative and the proposed outcomes. This should include:

- The level of need and the evidence base that demonstrated the need;
- The anticipated outcomes, and the causal impact of output;
- The relationship to council's strategic direction;
- The risks for the project and how they were mitigated; and
- What you think is unique about this nomination.

Project Management

Scored out of 10 (300 words)

Applicants need to identify the process for how the project was managed. This should include:

- The key issues from the project plan – scope, timeframes, costs, resources, inputs and governance;
- The evaluation framework;
- How the project/programme/initiative has demonstrated innovation;
- Examples of where feedback was used to inform continuous improvement; and
- What quality assurance systems were utilised.

Relationship Management

Scored out of 10 (300 words)

Applicants need to identify their communication and relationship management with stakeholders:

- The different communication tools used;
- Collaboration and sharing;
- The different audiences the project engaged with; and
- How it communicated with “hard to reach” groups.

Continuous Improvements

Scored out of 10 (300 words)

Applicants need to demonstrate the project is sustainable. This will include:

- Lessons learnt from the programme;
- How learning will be shared across the organisation; and
- Plans to integrate the project into business-as-usual.

Project Success

Scored out of 50 (900 words)

Applicants need to identify how the project was successful. This should include:

- Before and after comparison, including milestones achieved along the way;
- Measurable positive impact, including return on investment;
- Challenges overcome, including any controversy;
- Steps being taken to improve the programme;
- Why the project was innovative or original; and
- The project outcomes, lessons etc. Are they transferable to other local authorities and why?

Project Success
(continued)

A large, empty rectangular box with a thin black border, occupying most of the page below the header. It is intended for the main content of the award nomination, such as a project description or success story.

Chief Executive's signature: _____

Chief Executive's name: _____

Date: _____

Mayor/Chair's signature: _____

Mayor/Chair's name: _____

Date: _____

Shortlisted finalist applications must include the following:

- A completed and signed written application as prescribed in this form.
- Confirmation of your intention to participate in a two to three-minute video of your project suitable for display at the LGNZ Conference & EXCELLENCE Awards dinner, social media and on LGNZ's website. The video will summarise the key points of your entry and will be arranged by LGNZ.
- Confirmation that a ticket has been purchased for a representative/s from your organisation to attend the LGNZ Conference & EXCELLENCE Awards dinner and represent your Awards entry.
- Your organisation's logo in a high-resolution format suitable for printing.
- Six high resolution images suitable for printing relating to your project for use in social media and promotional material if needed. Video footage of your project is useful too.

Shortlisted finalists will be required to submit completed, signed and scanned application forms by email to Excellence Awards administrator excellenceawards@lgnz.co.nz by **5pm on 10 May 2019** with *2019 EXCELLENCE Awards Application* in the subject line.