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**IAP2 USA**

Core Values Awards

2024 Core Values Awards Project

Case Study Application

[info@iap2usa.org](mailto:info@iap2usa.org)

**Applications Close May 15, 2024**

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**2024 IAP2 USA Core Values Awards**

**Case Study Template**

**This case study template is to be used as the IAP2 USA Core Values Awards application form.**

* General Project Award
* Creativity and Innovation Award
* Respect for Diversity, Inclusion and Culture Award

**IAP2 USA Project of the Year Award will be selected from the three Project Category Awards** General Project Award, Creativity and Innovation Award, Respect for Diversity, Inclusion and Culture Award.

**A note about this Case Study Template and how it will be used:**

A Case Study Template is currently in use by IAP2 Australasia and IAP2 Canada in their Core Values Application process. Switching to this format provides a valued resource to IAP2 members in the form of viewable case studies, it aligns us with the other organizations, and it offers a more streamlined and inclusive application process.

All Project Core Values Awards Applicants are required to submit this template for their application. These include General Project Award, Creativity and Innovation Award, Respect for Diversity, Inclusion and Culture Award.

Note that Organization of the Year, and Research Project of the Year do not require use of this template. See the 2024 General Applicant entry kit for detailed instruction.

The Core Values Awards Case Studies may form part of a future library of resources for members and IAP2 training participants. As such, information provided in this application will be publicly available.

A note on the image and model placeholder boxes: the images you wish to include may have different dimensions. It is not a problem to adjust the image placeholder boxes to suit your particular image specifications. For examples of previous case studies, you are welcome to look at the [IAP2 Australasia core values awards website](https://iap2.org.au/case-studies/).

Please do not adjust the font or colors.

*Please remove this page before submitting your entry.*

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**Consent to reproduce material**

*Please attach completed form to each entry*

I, the undersigned, do hereby authorize IAP2 USA 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 USA 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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**500 Word Project/Entry Summary**

*Attach completed form to each entry*

ORGANIZATION NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Provide a 500-word summary of your project for posting on the IAP2 website and promotional use.

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**Application Checklist**

*Please attach completed form to each entry*

ORGANIZATION NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PHONE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

EMAIL: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |
| --- | --- | --- |
| **ITEM** |  | **PLEASE CHECK** |
| Application addresses the criteria for each category |  |  |
| Application Cover Sheet |  |  |
| Consent Form to Reproduce Material |  |  |
| A 500-word summary of the application for posting on the IAP2 website and promotional use |  |  |
| Application Checklist (this form) |  |  |
| Application is a maximum 8 typed pages in length and new case study template has been used |  |  |
| Application is under 5MB in size |  |  |
| Additional creative/interactive materials |  |  |
| Application Fee |  |  |

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**Application Cover Page**

*Please attach completed form to each entry*

|  |  |
| --- | --- |
| Name of Submission/Title | |
| Sponsoring Organization | |
| Contact Person and Relevant Manager | |
| Contact Information, email address and phone number | |
| References: Two independent referees who can provide comment on the engagement work and verify claims made in the submission. | |
| Contact information for 2 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 | |
| **Award Category**:  Please highlight your application category.  Each category requires a separate submission. | * Organization of the Year Award * Research Award   Project Categories:   * General Project Award * Creativity and Innovation Award * Respect for Diversity, Inclusion and Culture Award |

**2024 IAP2 USA Core Values Awards Case Study  
Title with by-line**

|  |
| --- |
| **Insert photo or image** |

|  |
| --- |
| **Highlights at a glance (max 500 words)**   * State what is unique or innovative * Identify the project sponsoring organization and geographic location * State engagement objectives, purpose and scope * State IAP2 spectrum level(s) * Three key outcomes showing impact of public participation and engagement: 1) xxxx, 2) xxxx and 3) xxxx * Three key engagement takeaways: 1) xxxx, 2) xxxx and 3) xxxx |

|  |
| --- |
| 1.0 Context |

*Maximum 700 words for this section*

* Identify organization and geographical location
* Describe the key question or problem.
* Please describe why engagement was undertaken, an overview of the engagement approach, and how input was intended to impact the situation.
* Describe how participants were engaged and provide evidence of diverse participation and inclusive engagement.
* List supporting communications/materials developed

|  |
| --- |
| 2.0 Methodology |

*Maximum 1000 words for this section*

### Planning

* Describe engagement methods and delivery, sequencing and anticipated participation levels/targets (and display as applicable)
* Outline the enabling factors/conditions and how participation was supported to ensure inclusion
* Describe data collection tools
* Outline resources such as budget, timeframe, internal delivery and contracted support
* Describe the timeframe for your project

|  |
| --- |
| **Image or diagram showing engagement methods, sequencing or tools** |

### Alignment with IAP2 Core Values for the practice of public participation

(You may reformat this table.)

|  |  |
| --- | --- |
| **IAP2 Core Values** | **Example of how this was considered in the design of your project** |
| 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 |  |

|  |
| --- |
| **Diagram showing key project figures, reach, participation or metrics** |

|  |  |  |
| --- | --- | --- |
| **Insert photo or image of engagement activity with caption** | **Insert photo or image of engagement activity with caption** | **Insert photo or image of cover of findings report** |

|  |
| --- |
| 3.0 Manage Engagement |

*Maximum 500 words for this section*

* Describe specific challenges faced by the project, and how the engagement process responded to those challenges as it relates to the award category you are applying for.
* How did you create relationships and build trust both during and after the engagement process?

|  |
| --- |
| 4.0 Outcomes, impact and insights |

*Maximum 500 words for this section*

### Reflection and evaluation of engagement

* Describe how you evaluated your engagement (for participants, decision-makers, and others who might have been involved). What important information did you learn through the evaluation?
* Describe what influence/impact the engagement process ended up having (on people, policy, organizations, etc.)?
* Outline the reporting processes to decision makers, key stakeholders and participants, identify how feedback shaped decisions made.

### Innovation and Uniqueness

Describe the ways your project has advanced the way engagement is done in your context or the field as a whole.

|  |
| --- |
| **Acknowledgements and to find out more**  We would like to thank [your organization] for agreeing to share this case study and insights to advance engagement practice. This case study was authored/co-authored by [author names].  At the time of publishing, [Name] was employed by [organization] in the position of [role]. [Name] has experience in the [industry] sector and expertise in engagement  and the use of [engagement method].  For more information about this project see:   * [website or webpage] * [YouTube] * [other as applicable]   To connect with the authors:   * [link to LinkedIn profile] * [link to LinkedIn profile] |

Each page of the submission must include a header in the upper right-hand corner that includes the Organization Name and page number.

## Headings and Content

Submissions must be organized in sections with the same headings used in each of the award guidelines.

While not a requirement for submission, applicants are welcome to provide a 3-minute video to supplement their application that includes members of the public, stakeholders, project staff identifying how IAP2 core values were reflected in the project or footage of public participation in practice in the project, research or organization.  Once submitted these videos will remain the property of IAP2 and will be included in a bank of resources for IAP2 members around the world to access thereby furthering the practice and sharing experience in the field.

We are happy to accept entries of the same project in multiple award categories. We do require you to make separate submissions for each category you wish to enter, and that each entry clearly addresses the requirements of the category.