



# IAP2 USA

# Core Values Awards

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2013 Style Guide

## 2013 IAP2 USA Core Values Awards Style Guide

### Introduction:

This style guide provides direction to award applicants, clarifies the presentation format of submissions, allows for the use of a limited number of photos and images in submissions, and enables the publication of submissions in the annual IAP2 *State of the Practice Report* in a consistent and comparable presentation format.

For the 2013 IAP2 USA Core Values Awards, the following are the award categories:

- The **Project of the Year** award recognizes excellence in the tools, techniques and efforts in public participation within a finite framework. Winner of this award is eligible for the IAP2 Federation International Core Values Awards.
- The **Organization of the Year** award recognizes the application of the core values in all aspects of an organization and how they are embedded into decision-making that features public participation. Winner of this award is eligible for the IAP2 Federation International Core Values Awards.
- **Research Award** - Research is critically important to IAP2 and its members if we are to understand and overcome challenges in everyday public participation and build upon P2 theory and practice. The Research Award acknowledges important contributions to the body of public participation knowledge. . Winner of this award is eligible for the IAP2 Federation International Core Values Awards.

### Format:

Entries in all award categories are required to use the following guidelines:

- Entries will be **no more than seven** Letter-size (8 ½ in x 11 in). If the entry includes photos or images, it may be up to eight pages.
- All text will be in Arial 11 point font. Section headings will be in boldface.
- Entries should be submitted in English.

### Cover:

The **cover page** must include:

- The title
- Award category;
- Organization name;
- Nominee's name;
- Contact Information;
- 2 participant references; and,
- Contact information for 3 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

**Page 2** will be the Case Study Summary table using the following format and headings. The purpose of this summary is to provide an executive summary of the award submission. The total

word count should not exceed 200-250 words, and it should fit on a single letter-size page (8 ½” x 11”) sheet with consistent 1” margins on all sides. Below is a template.

<b>Title</b>	
<b>Organizing Group</b>	
<b>Location</b>	
<b>Key Question/Problem</b>	
<b>Sample Methods</b>	
<b>Results</b>	
<b>Impact Level</b>	
<b>Time Frame</b>	
<b>People Engaged</b>	
<b>Web Link</b>	

Following is a sample of the Case Study Summary:

<b>Title</b>	<b>EXAMPLE: Golden Vision 2030 Our Town, Our Future</b>
<b>Organizing Group</b>	City of Golden
<b>Location</b>	Golden, Colorado population ~19,000
<b>Key Question/Problem</b>	Golden's population grew more than 30 percent between 1990 and 2000, presenting challenges of walk ability, community engagement and housing affordability. With further growth projected for the future, Golden wanted to proactively involve the entire community in discussing solutions to short- and long-term challenges.
<b>Sample Methods</b>	Conducted at neighborhood block parties, chili socials, community events and summits, and neighborhood discussions. Methods: Storytelling, story listening, community distilled values, keypad polling, community conversations, online discussion forums (e.g. community almanac, twitter, facebook, and i-neighbors), hand-drawn neighborhood boundary surveys, paper surveys, dot polling, word clouds, and digital storytelling by the youth.
<b>Results</b>	The values identified by the Heart and Soul Community Planning process will serve as the starting point and philosophical guide for policy and regulatory changes as well as community action. With sincere dedication toward engaging the entire city Planning process has resulted in new and re-established relationships across perceived divides, 8 distinct i-neighbors neighborhoods (the source of grass-roots collective impact), updated Comprehensive Plan, community sharing network online, Neighborhood Grant Program, values-based qualitative development review applications, values-based Park and Recreation plans, budget recommendations around town values and future values-based code changes and subcommittees of residents that want to volunteer or be part of the collective action in the community.
<b>Impact Level</b>	City-wide, including existing residents and anticipated newcomers
<b>Time Frame</b>	30 months
<b>People Engaged</b>	12%+ (~2,300) people personally engaged
<b>Web Link</b>	<a href="http://ci.golden.co.us/SectionIndex.asp?SectionID=75">http://ci.golden.co.us/SectionIndex.asp?SectionID=75</a> and <a href="http://www.orton.org/projects/golden">http://www.orton.org/projects/golden</a>

**Pages 3-7** will comprise the content of the award submission. Each page of the submission must include a header in the upper right hand corner that includes the Organization Name and page number.

**Optional Page 8.** An eighth page is permitted if the applicant wishes to include images or photos to help illustrate an important aspect of their submission.

### **Headings and Content**

Submissions must be organized in sections with the same headings used in each of the award guidelines. See the award guidelines (below) for specific headings to use in your submission.

## **Please Note**

The style guidelines have been put in place to assist with the award application process, enhance fairness, judging, and publication in the *State of the Practice Report*. The judging panel will favor submissions that conform to the style guide specifications.

For examples of properly formatted award submissions, please refer to the 2012 *State of the Practice Report* available from [www.iap2.org](http://www.iap2.org)

While not a requirement for submission, applicants are welcome to provide a 2 - 5 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 and/or footage of public participation in practice in the project, research or organisation. 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.

As always, 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 as outlined in the style guide.

## **Project of the Year Award Submission Guidelines**

### **The Problem and Challenge**

Describe the problem and challenge faced and how the question or decision statement for public participation was developed.

### **The Role of Public Participation**

Briefly describe the role of public participation in addressing the problem or challenge.

### **Public Participation Methods**

Describe the methods used to implement public participation.

### **Uniqueness of the Project**

Describe what makes this project special. Some questions to consider in this section include:

- What was the decision statement and how were the public involved in framing the statement?
- In what way(s) did public participation improve the decision?
- How did public participation contribute to the resolution of the problem?
- Describe the innovative participation techniques that were used?
- How did the project advance the practice of public participation?
- What evaluative and monitoring techniques were used throughout the project to provide evidence of public participation?

### **Project Results**

Describe the project's effectiveness in achieving results. Provide a brief summary of the project evaluation.

### **Alignment with IAP2 Core Values**

Describe how the IAP2 core values are reflected in the project outcomes. Specifically:

- How did the project ensure that those most affected by the decision or problem were involved?
- How was the outcome of the project influenced by the public's contributions?
- How did the project promote sustainable decisions and ensure that the needs and interests of all participants were communicated?
- How did the project seek out and facilitate the involvement of those most affected?
- How did the project seek input from participants on how they wished to participate?
- How did the information provided to participants support or contribute to meaningful participation?
- How did the communication of the project results ensure that participants knew how their input affected the decision or addressed the problem?

## **Organization of the Year Award Submission Guidelines**

### **Public Participation Challenges and Opportunities**

Describe the mission of the organization and its challenges with regard to internal and external stakeholders or public entities.

### **Rationale for Public Participation**

Discuss the rationale or impetus that led the organization to embrace the principles and values of public participation.

### **Impact of Core Values on the Organization**

Discuss how the Core Values are influencing both operations and organizational culture. Provide examples of specific ways that public participation has impacted decisions, leveraged or created opportunities for your organization.

Provide evidence of how the Core Values are helping to shape organizational culture. Evidence of a culture of public participation within an organization may include (but are not limited to):

- evidence that public participation is an organizational strategy, a component of organizational mission/mandate, a key business element or deliverable for the organization
- evidence of how the IAP2 Core Values are embedded into the professional development of the organisation
- the existence of a public participation policy, and the breadth of scope of the policy's influence on the operations or work of the organization
- Evidence of public participation knowledge and/or practice competency of employees, and the existence of internal training programs for staff, volunteers, etc.
- existence of internal frameworks for carrying out public participation work that reflect or are based in IAP2's Core Values
- evidence that the public participation activities of the organization are evaluated as part of overall business strategy

### **Evaluation against Core Values**

Provide evidence to demonstrate how the Core Values influence the organization and its public participation approach and practice.

# Research Award Submission Guidelines

## Research Award

Innovation doesn't happen by accident. The combination of interesting problems, good questions and a spirit of inquiry are the foundations that help us build new theories and give shape to new ideas, they are the elements that help advance our knowledge and understanding.

Research is critically important to IAP2 and its members if we are to understand and overcome challenges in everyday public participation and build upon P2 theory and practice.

The Research Award acknowledges important contributions to the body of public participation knowledge.

## The Problem and Challenge

Briefly describe the overall research question or problem, and its alignment with public participation.

## Methodology & Theoretical Frameworks

Briefly describe the research methods used and how you approached your research question or problem. Note also any theoretical frameworks which underpinned your research.

## Research Results

Describe the outcomes of the research, in particular your findings. What did you discover? How solid are your findings? What evidence do you have to support your claims?

## Contribution to the Body of Knowledge

What is your contribution to the body of knowledge in the field of public participation.

## Alignment with Core Values

Describe how the IAP2 core values are reflected in your methodology and/or your findings.

This might include some or all of the following:

- Those who are affected by the decision were involved in the decision-making process.
- The public's contribution influenced the decision.
- The decision was sustainable, and recognized and communicated the needs and interests of all participants, including decision makers.
- The involvement of those potentially affected by or interested in the decision was sought out and facilitated.
- Participants provided input into designing how they participated in the decision.
- Information provided to participants supported meaningful participation.
- Participants were informed about how their input affected the decision.