



**2017 County of Renfrew  
Warden's Community Service Award Application Package**

# Warden's Community Service Award Application Package 2017

## ABOUT THE AWARDS

Every day, individuals, businesses and organizations make valuable contributions to our community. These contributions are not limited to providing employment and creating wealth. Individuals, businesses and organizations also make important decisions and take real action regarding their social responsibility. The Warden's Community Service Awards are designed to recognize and promote the social responsibility demonstrated by individuals and both for-profit and not-for-profit organizations that are making a difference in our community.

A Selection Review Committee comprised of the County of Renfrew Warden, Chief Administrative Officer and one member of County Council will select the award recipients. Nominees will be considered on the basis of criteria that show how they contribute to County of Renfrew quality of life and to making the County of Renfrew a better place in which to live and work. To assist with the nomination process, a breakdown of the point system used for the assessment criteria is attached. There are three award categories:

- Non-Profit Organizations
- For-Profit Businesses
- Individuals

The nominees must live and operate in the County of Renfrew and not have received a Warden's Community Service Award within the past five years. The deadline for nominations is **Wednesday, November 8, 2017**. The Warden's Community Service Awards will be presented at the **November 29, 2017** County Council Meeting.

## Nominee Contact Information

Name of Organization or Business:

Mr.  Mrs.  Ms.  Dr.  Other

First Name:

Last Name:

City:

Telephone Number:

Email Address:

Organization (If applicable)

**Return to County of Renfrew by fax: 613.735.2081 or email: [warden@countyofrenfrew.on.ca](mailto:warden@countyofrenfrew.on.ca)**

## Selection Criteria:

### For-Profit Business

- Involvement in community programs, activities or services (e.g. community fundraising, food banks, charities, etc.). Community contributions must have been within the past calendar year.
- Business leadership in a changing economic environment demonstrating creativity, innovation and entrepreneurial spirit.
- Partnering with public sector and community to enhance community life.

### Not-for-Profit

- Accountability to stakeholders: Internal and external communication through which board members, staff, volunteers, funders, beneficiaries and the public are able to understand and (where appropriate) influence organization's activities and objectives.
- Innovation: Imaginative development of, and application of, original and adapted ideas.
- Sustainability and Enterprise: Demonstrated elements of management to ensure the organization's financial sustainability, including new methods of controlling costs and self-financing and new ways of raising funds for activities, especially from non-traditional sources.
- Measuring achievement through appropriate techniques, including setting and meeting or exceeding targets for delivery of objectives.
- Staff and Volunteer Development: commitment to retaining, developing and motivating staff and volunteers.

### Individual

- Please describe, in detail, the contribution that the individual made to the County. Include any specific projects that they have worked on, when the contribution was initiated and completed, letters of support and any additional material you feel relevant. ***(Please complete on separate sheet of paper)***

## Summary of Nominee's Achievements

Each nomination form MUST include a short summary of the nominee's contribution or accomplishments.

- 1) Overview of why you are nominating the candidate (Max. 250 words)

- 2) Written testimonials from at least one other individual (including contact information) who have first-hand knowledge of the nominee's accomplishments (max 350 words)

A large, empty rectangular box with a thin black border, intended for the nominee's written testimonials. The box is currently blank.

3) Additional material in support of this nomination (i.e. other testimonial letters, media stories, tributes, etc.) that provides new information and insight into the nature of the nominee's accomplishments can be sent by email to [warden@countyofrenfrew.on.ca](mailto:warden@countyofrenfrew.on.ca) or mailed to 9 International Drive, Pembroke, ON K8A 6W5.

*(Information collected will only be used to evaluate nominees and notify recipients of the Warden's Community Service Award)*

### Your name (Nominator Contact)

**Information)** Name of Organization or Business:

Mr.  Mrs.  Ms.  Dr.  Other

First Name:

Last Name:

City:

Telephone Number:

Email Address:

Organization (If applicable)

I certify, to the best of my knowledge, that the information provided in this nomination form is correct. Checking here and submitting this nomination form is intended to constitute my signature on this form.

## **Assessment criteria**

Below you will find detailed descriptions of the assessment criteria for the three award categories. As a nominator, you must provide clear evidence that the nominee's contribution has excelled in all criteria.

### **Longevity:**

This criterion is worth a maximum of **five points**.

- describe how the nominee's actions and activities have made a long-term impact in the community.
- assess how long the nominee has been active in the community.

### **Leadership:**

This criterion is worth a maximum of **five points**.

- Indicate how the nominee has shown leadership to help their community take action to solve local problems or address local priorities.
- Describe what the nominee has done to help their community sustain activities that have brought about community-wide benefits.
- Describe how the nominee has made the community or community organization stronger.
- Describe how they have demonstrated leadership in developing solutions to local problems or priorities. Did the nominee employ innovative practices and experiment with new approaches to find solutions to local challenges and priorities?

### **Impact**

This criterion is worth a maximum of **fifteen points**. Impact is the depth of the nominee's contribution and is one of the key considerations in the assessment process. The nomination text for Individual, For-Profit Business and Not-for-profit should describe how the nominee's contribution has made a difference in the community.

- Describe how the nominee's actions have made a lasting impact.
- Indicate whether these activities addressed a priority in their community and how that priority was identified. For example, Is there a significant financial contribution?
- Provide the evidence that exists to support the impact and its immediate effect.
- Point out whether the nominee built sustainability into their activities and, if so, in what way. For instance, indicate if the nominee accessed diverse sources of funding.

### **Reach**

This criterion is worth a maximum of **fifteen points**. The reach of the contribution for the Warden's award should describe who benefited from the nominee's contribution.

- Specify whether the beneficiaries of the nominee's activities are individuals, groups or the community as a whole.
- If the contribution benefited a group, indicate approximately how many people and whether the benefit has expanded to include other beneficiaries since the initial activity.
- Indicate whether the contribution has expanded beyond the nominee's community to benefit other communities or groups.

### **Engagement**

This criterion is worth a maximum of **five points**.

- Describe how the nominee's contributions to their community sparked others to become involved. For instance, describe how the nominee engaged others in their efforts to make a difference in the community.
- Indicate if the nominee leveraged resources from others to address social challenges, and whether that leveraging of resources has sustained the solution to overcome the problem or address the priority.
- Point out whether the nominee mobilized other people and resources to work toward common goals and the degree to which other partners were involved in the nominee's contributions and actions.

- Describe how the nominee engaged others in collective efforts to make a difference in their community.
- Indicate if the nominee leveraged resources from others, and whether that leveraging of resources has sustained the solution to overcome a problem or address a priority in the community. For instance, point out whether the nominee mobilized other not-for-profits, community organizations and private-sector companies to work toward common goals and the degree to which other partners were involved in the nominee's contributions and actions.
- In the For-profit Business category, indicate if the nominee leveraged resources from others to address challenges and whether that leveraging of resources has sustained the solution to overcome a problem or address a priority in the community. Point out whether the nominee mobilized people and resources to work toward common goals. Reveal whether the nominee developed programs or put in place support measures to help employees volunteer in, or donate to, their community and, if so, describe how these programs and support measures work and the impact they had.

### **Challenges**

This criterion is worth a maximum of **five points**.

- Describe how the nominee has overcome challenges to make a contribution in their community.
- For the individual category, indicate the external challenges, such as living in a remote or rural location that the nominee has had to overcome to make a difference in the community.
- For the Not-for-profit or Business category, describe how the nominee has overcome challenges to make a contribution in the community. For instance, consider if the nominee is a small organization or small business. Is the nominee located in a rural or remote area?

### **Inspiration**

This criterion is worth a maximum of **five points**.

- For the individual category, has the nominee become a role model to others in their community, or in the community group in which the nominee makes their contribution? For instance, describe to what extent the nominee mentored others, formally or informally, on how to become involved in helping the community. Indicate how the nominee shared their experiences and knowledge, and the people with whom they shared it.
- When nominating a Not-for-profit organization for the Warden's award the nomination should describe how the nominee has become a role model within the community. For instance, indicate whether the nominee is a role model within the not-for-profit sector. Describe to what extent the nominee mentored others, formally or informally, on how to become involved in helping the community. Indicate how the nominee shared their experiences, knowledge and expertise with other not-for-profit and community organizations.
- When nominating a For-profit business, describe how the nominee has become a role model within the business community. For instance, indicate whether the nominee is a role model in terms of its business practices within the business community. Describe to what extent the nominee mentored others, formally or informally, on how to become involved in helping the community. Indicate how the nominee shared its experiences, knowledge and expertise with not-for-profit groups, community organizations and other businesses.