

# TIPS ON HOW TO SUCCESSFULLY SUBMIT FOR THE “BEST BOOK” AWARD



1. Review your final application before submitting to make sure you have included all required information because this will reflect poorly when comparing submittals that are complete

2. Verify you are submitting in correct category.

3. One form/submittal for each project or program being nominated.

4. Here are some examples of information/text (if available) that tells the whole story of the project or program.

- Fiscal impact / increase in property values...to project/surrounding areas
- Increase in businesses
- Retail sales numbers
- Increases number of people on street
- Decreased crime or blight
- Total project cost
- Partnerships. Who were your partners and how much did they each contribute?
- Any grants, donations, loans, describe funding sources, if easier use %'s
- Calendar/time frame of project – how long did it take?
- What obstacles were overcome?
- Why you did the project...what issue or problem was solved? Every project starts for a reason.

5. Photos are so much preferred v. copies of a study or written reports. The right balance between brevity and too much information is the goal. Applications with no before and after photos (if required) do not count.

6. Remember the committee knows nothing of your project. Make sure narrative, power point, and pictures explain this great project and the positive impact it has had or will have (for planning studies) on your CRA / City. Ask someone out of your circle to review for fresh opinion.

7. Always include information for “other exemplary aspects of the design, plan, project or program”. This is the last chance to make your project shine to the committee, so look over everything you have stated about your project and squeeze out some additional interesting information. If you don’t think the project is exemplary then why should the awards committee? You can do it!

8. The absolute worst for award committee member is to start review of a great project but on completion looking up and saying “I wish the application had provided more information!”