



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

1. Review your final application before submitting it 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 the correct category.
3. Provide 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
  - Increased number of people on the 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 percentages/calendar/time frame of the project – how long did it take?
  - What obstacles were overcome?
  - Why you initiated the project: what issue or problem was solved?
  - Every project starts for a reason - describe yours
5. Photos are so much preferred over 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 the narrative, PowerPoint, 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 opinions.
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. Remember - you don't want an award committee member to start the review of a great project but on completion look up and say “I wish the application had provided more information!”