



BCRPA Provincial Award Nomination Reference Guide for Program Excellence

BC Recreation and Parks Association is pleased to host an annual Awards program that recognizes outstanding special events, programs, facilities and parks, and dedicated individuals whose ideas, innovation, and services make an impact in the recreation and parks sector.

The **Program Excellence Award** recognizes innovative programs that were successful in improving individual and community-level social and physical well-being. The program could serve as a model for other local governments or organizations to enhance their services.

About the Nomination Application:

Please budget up to 10 hours to collect the necessary information needed to apply for the Program Excellence Award, and up to 2 hours to complete the online nomination form.

Prior to starting the online nomination form, we recommend the following:

- Assign a staff member familiar with the program to take the lead on the application.
- Collect all the information listed in the **“Additional information for the Nomination Application”** section.
- Review the **Nomination Questions on page 3** and prepare and save your answers for copy and paste into the online nomination form.

Note: You will be able to save your progress and return to the nomination form at a later time. If you lose the URL link or need to make an edit to your nomination, please contact Felicitas Lutz, Partnerships and Events Coordinator [by email](#).

The deadline for nominations is: 11:59 PM, March 4, 2024.

Eligibility Requirements:

1. Either the **nominator or applicant** must be BCRPA members
2. The Nominee (the Program) must have been developed and administered by a currently enrolled Local Government, Affiliate, or Corporate Member

Additional Information for the Nomination Application:

In addition to the questions listed below, you will be asked to provide:

- Contact information and BCRPA Membership status of the Nominator / Applicant
- Contact information and BCRPA Membership status for the Nominee
- Capital cost of the project (less than \$3 million, or more than \$3 million)
- Upload 3 to 5 high resolution images** (300 dpi in jpg, png, tiff or eps format - maximum file size of 10 MB each)



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- Submit 2 to 3 testimonials from a participating citizen/community member** who has experience with the facility (please limit each testimonial to 2 to 3 sentences each)
- Submit supporting documents** including a maximum of 2 supporting articles (written/print media, or video) as a URL link (**refer to question 6 on page 3**)
- You will also be asked to complete a **photography release form** (to be completed by the copyright holder or authorized individual) and an **application release form**. Both forms are integrated into the online nomination form.

Please refer to **page 3 to review the Nomination Questions and** to help you prepare your answers.

Submit your Program Excellence nomination online at:

<https://survey.alchemer.com/s3/7635983/2024-Nomination-Form-for-Program-Excellence>

If you have any questions or require assistance with the nomination form, please contact the 2024 Provincial Awards Review Committee, c/o Felicitas Lutz, Partnerships and Events Coordinator, [by email](#).



Program Excellence Application Questions

Please use the questions below to tell the story of the nominee and to share with us why the nominee is deserving of provincial recognition.

Please ensure that you answer all the questions completely. Point form is acceptable.

- 1. Describe the program. *Word limit: 300 (20 points)***
 - In 1 to 3 sentences, describe the program.
 - Why was it developed? What barrier or gap does this program address?
 - How is it innovative or creative?
 - How it is sustainable?
- 2. What were the results of the program? *Word limit: 300 (20 points)***
 - Was it cost effective, and were financial targets met? (including any fundraising and sponsorship goals)
 - Were there participation targets? If so, were they met?
 - Were the goals of the program achieved? If yes, what were they?
 - What communication initiatives were implemented?
- 3. How did the program impact participants? *Word limit: 300 (25 points)***
 - Did the program expand the skills and learning of the participants?
 - Was the target population/demographic achieved?
 - How were the participants impacted? Did it have an affect for the participants' quality of life (e.g. sense of connectedness, physical activity, mental health, etc.)
- 4. How did the program impact the community? *Word limit: 300 (22 points)***
 - Was there an overall change in the community (e.g. increased capacity, connectedness, physical activity, etc.)
 - Were there community benefits and/or partnerships? If yes, what were they?
 - How is this program transferable to other communities?
- 5. What were the challenges, successes and lessons learned in developing/implementing the program? What strategies did you use to overcome any challenges? *Word limit: 300 (7 points)***
- 6. You are welcome to share up to 3 testimonials from community members who have experience with the facility. Please limit each testimonial to 2 to 3 sentences each. *Word limit: 300 (3 points)***
- 7. What recognition, awards or media coverage has your program received? Provide up to 2 examples. You may include URLs to media links. *Word limit: 300 (3 points)***