



People. Partnerships. Possibilities!

Hampton Neighborhood Commission
Neighborhood of the Year
Award

Nomination Form



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Hampton Neighborhood Commission **Neighborhood of the Year Award** *Guidelines*

I. Guidelines

Neighborhood of the Year Award

The neighborhood of the year award recognizes the efforts of residents of a **Registered Neighborhood Organization** to make a significant impact in the quality of life of their neighborhood. Nominees must represent the most engaged, active, and passionate neighborhoods in the community. They have established and made progress towards community goals that improve either the physical, social and civic environments in their neighborhood.

The efforts of the neighborhood organization should reflect the guiding principles of the Hampton Neighborhood Initiative:

- **Inclusiveness:** demonstrated significant outreach & engagement of all segments of the community for all to have a meaningful role in the work of the neighborhood.
- **Communication & Support:** Provides or developed effective communication structures & methods within their neighborhood and with community partners
- **Bias for Action:** The organization has illustrated taking an active role in the community, continuously sets goals and work towards achieving them.
- **Commitment:** Concerned with the long term health of the community beyond the immediate issues and concerns
- **Build on Strengths (Asset Focus):** primary focus is on the strengths of the neighborhood and finds ways to build upon them to make them better and/or create more.
- **Continuous Improvement:** Evaluation, succession planning, and capacity building are values demonstrated by the organization over time.

Eligible Organizations must be a current Registered Neighborhood Organization with the Hampton Neighborhood Commission.

The project may be focused on the social, civic and/or cultural aspects of a neighborhood and must have been completed within the last calendar year.

A. Please submit the following information to apply for an award:

- Completed nomination form
- Any supporting documents (i.e. letters of support, project photos, project maps event fliers, newsletters, presentations...)

B. Please make sure you have completed the check list before you submit the nomination form (which is attached to the back of this nomination form).

C. All nomination forms must be received no later than **4:30pm on Feb. 22, 2018**. Forms can be hand delivered, mailed, faxed or e-mailed to:

Address: Community Development Department
22 Lincoln Street
Hampton, Virginia 23669

D. All nominees will be invited to attend the "Hampton You Make A Difference" event where awards will be present to the selected nominee.



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Neighborhood of the Year Award Nomination Form

Date Submitted: _____/_____/_____

Nominee Information:

Neighborhood of the Year Nominee (Organization): _____

President/Executive Director of Organization: _____

Street Address: _____

City

State

Zip

Telephone: _____

Day

_____ Fax: _____

Evening

Please indicate a contact person who is submitting the nomination. The contact person should be able to answer specific questions regarding the application and nominee.

Contact Person (Nominator): _____

Street Address: _____

City

State

Zip

Telephone: _____

Day

_____ Fax: _____

Evening

Please indicate the appropriate category in which your nomination applies (one per form):

Nominee Summary:

Tell us why this Neighborhood was chosen (one or two sentences):

Supporting Information/Description:

Provide background information that describes the Neighborhood and why they are being nominated. Please limit your answer to no more than 750 words.

Additional supporting documents are required to be submitted with the nomination form [i.e. letters of support, project photos, project maps event fliers, newsletters, presentations, etc.]. Limited to 2-3 attachments per application.

Submission Information:

Applications are to be received by **4:30pm on Feb. 16, 2018** by hand-delivering, mailing to the Jasmine Bryson with the Community Development Department, 22 Lincoln Street, Hampton, Virginia 23669, faxing to 757-728-2449, or emailing to jbryson@hampton.gov.



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Checklist

- Completed Nomination Form**
 - ✓ Completed all sections: Nominee Information, Nominee Summary & Supporting Information/Description
- Nominee Summary**
 - ✓ Provided detailed description of why the Neighborhood should win including any of the following:
 - Made a significant impact on one or more neighborhood(s),
 - Developed effective partnerships within the community,
 - Brought neighbors together to make physical improvements and/or to build a better sense of community and belonging among residents, and
 - Created a healthy neighborhood to live, work, play and do business
- Supporting Information/Description**
 - ✓ Provided a background summary of the project:
 - A brief summary of how others assisted with the project (please provide examples), such as new or revived partnerships.
 - A brief summary of new or revived partnerships.
 - A description of the goals and if the goals were met.
 - ✓ Included any documents that support the nomination, such as:
 - Letters of support,
 - Photos,
 - Project maps,
 - Event fliers,
 - Newsletters,
 - Presentations,
 - Any other material showing the accomplishments of the project