
APPLICATION GUIDANCE

To honor Citizen Corps Councils that are making extraordinary contributions to local emergency planning and community resilience, the Federal Emergency Management Agency (FEMA) is pleased to announce the 2010 National Citizen Corps Achievement Awards. This awards program will recognize innovative practices and achievements of state, territory, tribal, regional and local Citizen Corps Councils across the nation that are making our communities safer, stronger, and better prepared to manage any emergency situation.

Applicants should highlight significant Council initiatives, programs and events that support community resilience, engage various populations, and demonstrate collaborative planning and capacity building. All submissions should feature activities that took place during the period of January 1, 2009 – May 17, 2010.

**Each Citizen Corps Council may submit one (1) application for consideration.
(Local applications will be considered for all award categories except
the Outstanding State/Territory/Tribal Initiatives Award.)**

The 2010 Citizen Corps Achievement Award Categories are:

Outstanding State/Territory/Tribal Citizen Corps Initiatives: This award will recognize the State/Territory/Tribal Citizen Corps Council that demonstrates leadership in supporting community resilience through policy and practices, to include collaboration between state/territory government leaders and the civic sector, public education and outreach, volunteer programs, and assistance to local communities within the jurisdiction.

Outstanding Citizen Corps Council Award: The Citizen Corps Council that exemplifies excellence in all facets of community resilience, to include collaborative planning, preparing the public and community organizations, volunteer integration, and strategies tailored to specific community vulnerabilities and populations will be honored with this award.

Collaborative Preparedness Planning Award: This award will recognize the Citizen Corps Council that shows outstanding collaboration between government and community leaders in developing or revising community plans for emergency operations, mitigation, or specific high-threat hazards.

Preparing the Public Award: Under this category, the Citizen Corps Council that uses innovative strategies to ensure residents of the community have the information, skills, and supplies they need to be prepared for community threats and hazards will be recognized.

Preparing Community Organizations Award: This award will recognize the Citizen Corps Council that excels at working with the private sector, non-profit organizations, schools, faith-based organizations, and others in the community to support organizational preparedness.

Volunteer Integration Award: The Citizen Corps Council that effectively taps the service of dedicated community residents in supporting emergency services year round and that has integrated volunteers in preparedness and response protocols will be recognized with this award.

ELIGIBILITY: Applications must be prepared and submitted by a standing local, regional, territorial, tribal, or state Citizen Corps Council that is registered on the national website as of May 17, 2010. Activities or programs submitted for consideration must have occurred during the period from January 1, 2009 through May 17, 2010.

REVIEW: Award submissions will be reviewed by regional and national FEMA representatives. Areas of evaluation for awards include government/nongovernment collaboration; efforts to include targeted populations such as youth; elderly; pet-owners; people with disabilities, economic challenges, and language and cultural differences; creative and innovative local problem-solving; and measures of effectiveness.

APPLICATION FORMAT: To assist with the judges' review, please be sure to follow the requested format so that all applications can be evaluated fairly. The narrative portion of the submission must be **no more than three 8 ½" by 11" pages** of 12-pt Times New Roman font, with one inch left and right margins and must include the following headings:

- 1) Summary of Activities
- 2) Participants
- 3) Goals, Impact, Local Significance

Applicants may also use the National Citizen Corps Achievement Award template, available online at http://www.citizencorps.gov/downloads/pdf/news/awards/2010_NATL_CC_Awards_APP.pdf

To assist us with tracking your application, please be sure to include on each page of the narrative application the name of the Citizen Corps Council submitting the application and a name, phone number, and email address for a contact person.

In addition, Councils may submit supporting materials. All supporting materials must be submitted electronically, either as file attachments, web links, or on CDs, DVDs, or flash drives. If submitting supporting materials for consideration, a fourth page listing the supporting materials must be included with the application. Supporting materials may include:

- Council Organization Chart / List of Council members/organizations
- Other materials, including press coverage, plans, photographs, outreach materials, reports, evaluations, etc.
- Letters of recommendation/endorsements

DEADLINE: All entries MUST be received no later than May 17, 2010, midnight E.D.T.

SUBMISSION: Applications may be submitted electronically or through the mail.

Electronic Submission: You can submit an application by sending it as an attachment to citizencorps@dhs.gov. Please only email .DOC, .DOCX, .XLS, .XLSX, or .PDF file formats. We ask that you please do not email .ZIP files. Any supplemental materials can also be attached to the email or send as links to information available on the internet. You will receive a confirmation email once your application has been received.



2010 National Citizen Corps Achievement Awards Celebrating Resilient Communities

Application and supporting materials should be emailed to:

citizencorps@dhs.gov

Subject line: "2010 Citizen Corps Awards Application"

Mail Submission: Applications can also be mailed. Supporting materials on CDs, DVDs, or flash drives must be mailed with the narrative application as one complete package. Please mail your submission to:

**2010 Citizen Corps Awards
11420 Rockville Pike
Rockville, MD 20852**

If you choose to mail your application, please also send a notification email to citizencorps@dhs.gov with the subject line: "2010 Citizen Corps Awards." You will receive a confirmation email once your application has been received.

NOTIFICATION: All applicants will be notified of award results by **August 2, 2010**.

AWARD CEREMONY: Two representatives from the winning Council in each award category will be FEMA's honored guests at a meeting in Washington, D.C. as part of National Preparedness Month. Awardees will also participate in a community preparedness roundtable discussion to share ideas and solutions regarding challenges in community preparedness with other award winning Councils, FEMA leadership, and Citizen Corps partners. FEMA will also work with each award recipient to develop a case study to be posted on the Citizen Corps website (www.citizencorps.gov), featured in outreach activities and webinars, and shared with other Councils nationwide.

QUESTIONS: Additional information and frequently asked questions are available on <http://www.citizencorps.gov/news/awards/index.shtm>. Please email any questions to citizencorps@dhs.gov, with the subject line: 2010 Citizen Corps Awards.