

# Civic Engagement Recognition Program



The International Hispanic Network wants to recognize individuals and organizations that represent insightful and sustained change in their communities through inclusive civic engagement practices. These practices result in improved quality of life for their communities with a focus on marginalized populations.

### IHN's Purpose / Goals:

Identify best practices for civic engagement in local governments, non-profits and private sector partnerships. Showcase civic engagement best practices through recognition at events, through written media and video, and conference sessions. Create a database of best practices with contacts to assist local governments in adapting best practice programs in other communities. All submittals may be used in developing the database of best practices.

### Nomination Criteria:

*Who is eligible for nomination?* Any city, county, non-profit and private sector partners or student organizations who demonstrate sustained civic engagement best practices. Membership in IHN is preferred but not required.

*Who may nominate?* Any IHN member may submit a nominee for recognition. IHN will also distribute information to affiliate organizations and request submissions from non-members.

### Application Criteria:

#### Submittal:

- Name of individual / organization
- Category (city, county, special districts, education, non-profit, private sector partner)
- Jurisdiction / jurisdiction population
- Month / year when program was initiated and when fully implemented
- Nominator / primary contact
- "Community story" - description of engagement (maximum 5 typed, double spaced pages, 12 point font, 1 inch margins)
  - a. Targeted group: size and percent of total population
  - b. Planned results and actual results
    - i. What was the void in the community? This is a statement of where the community was and why it was important to address the issue.
    - ii. Who was involved in planning to address the issue? How was the community invited to be part of the process?
    - iii. Description of the engagement plan.
    - iv. Initial results and longer term impacts.
    - v. Demonstrated sustainability to date and into the future.

Relevant "learning experiences" – This may be best practices that came from the process, adjustments that were necessary to keep the program on track, and may include advice for other communities that may want to adapt a similar program.

### Selection Process:

*The Selection Committee will be comprised of 3 members of the IHN Board of Directors. The Selection Committee will make a recommendation to the IHN Board of Directors for final approval.*

### Awards:

- IHN will recognize the outstanding organizations at the IHN dinner at the annual ICMA conference. The organizations will also be recognized at the IHN national conference in the years the conference is held (the national conference is not an annual event).
- IHN may not award recognition in all categories each year.

### Timeline:

- January-May 2016: Issue call for submittals.
- May 1, 2016: Deadline for submission.
- June 2016: Selection Committee review of submittals; recommendations to the IHN Board of Directors at the June 2016 Board Meeting.
- July 2016: Notify organizations selected for award(s).
- September / October 2016: Recognize organizations at the IHN dinner at the ICMA Conference and at IHN national conferences.\*

Awards should be submitted electronically to:  
**kdavis@IHNonline.org**



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\*IHN national conferences are not held annually.



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