How do I submit an award nomination?

1. You must be logged into the ICMA website in order to submit a nomination.
	1. If you do not have an ICMA website account, you will need to set one up in order to submit the nomination. Please set up your ICMA account [here](https://members.icma.org/eweb/DynamicPage.aspx?Site=icma&WebCode=LoginRequired&expires=yes&URL_success=http%3a%2f%2ficma.org%2fen%2fLoginValidate%3fuserToken%3d%7btoken%7d). When setting up the account, use the email address at which you wish to receive communications from us regarding this submission.
2. Once you are logged into the website, go to “my account”. You will see “Awards” on the top blue menu bar. Hover over the “awards” tab and you will see links to nominate either a Professional Excellence or Program Excellence Award. Click on the appropriate tab.
3. Alternately, if you are logged into the website you may go directly to the appropriate nominations page by following the links below
	1. [Professional Excellence](https://members.icma.org/eweb/DynamicPage.aspx?Site=icma&WebKey=585e0285-175f-4f5d-920a-c96feb2946da)
	2. [Program Excellence](https://members.icma.org/eweb/DynamicPage.aspx?Site=icma&WebKey=dc63cb88-0c60-44b1-a212-c377302d5f92)
4. Follow the online prompts and be sure to fill out all information. Do not forget to upload the narrative that needs to be included with the nomination.
5. ALL NOMINATIONS MUST BE SUBMITTED BY MARCH 2, 2018

Keep Reading for Details on Submitting a Professional or Program Excellence Nomination

**Additional Information for Submitting a Professional Excellence Award Nomination**

ICMA's Local Government Professional Awards program honors creative contributions to professional local government management and increases public awareness of the value of professional management to the quality of life in our communities. The Professional Awards recognize individual achievement- by chief administrative officers, assistants or others-that may have been accomplished through tenure with a number of local governments or organizations.

Each individual may be nominated to only one Professional Award category per year. An individual can be nominated to one of five Professional Awards. FULL DESCRIPTIONS are available for each category on the [ICMA website](http://icma.org/en/icma/members/awards/excellence_awards).

* Award for Career Excellence in Memory of Mark E. Keane- Eligibility: ICMA Full (Voting) membership\*, a minimum of 10 years of senior-level service to the profession, and the *endorsement* (signature) of a past or present elected official.
* Award for Career Development in Memory of L.P. Cookingham- Eligibility: ICMA Full (Voting) Membership\*
* Assistant Excellence in Leadership Award in Memory of Buford M. Watson, Jr.- Eligiblity: ICMA membership and *endorsement* of their jurisdiction's CAO.
* Early Career Leadership Award in Memory of William H. Hansell, Jr.- Eligibility: ICMA Membership, less than 10 years of service to local government, and *endorsement* by a past or present local government manager or elected official.
* Academic Award in Memory of Stephen B. Sweeney- Eligibility: Unrestricted

\*ICMA Full (Voting) members are employed as chief appointed administrative officers, assistant administrators, or administrative assistants in municipalities, counties or regional entities. The position must have overall management responsibility and be appointed or confirmed by the legislative body, the elected chief executive and/or the chief administrative officer. To check the nominee's membership status, please contact ICMA Member Services at membership@icma.org or 202/962-3680.

Nominators are cautioned that canvassing of any member of ICMA's Awards Evaluation Panel is grounds for the immediate disqualification of the nomination.

MAKING A NOMINATION:

1. Complete the online form.

2. Prepare a brief, descriptive narrative, not to exceed five typed, double-spaced pages (12-point font size with 1" margins).

3. Save the narrative (be sure there are no spaces in the name of the saved document)

 a. **Example of correctly named document: mynarrative.pdf**

 b. Example of incorrectly named document: my narrative.pdf

4. Upload the narrative as directed through the online nomination system.

5. Click box acknowledging appropriate endorsement has been received (where needed) in the online nomination system.

 Notes:

-ICMA's Awards Evaluation Panel will not review supporting materials beyond those provided in the online system and the descriptive narrative.

The narrative should discuss how the nominee has enhanced or made an outstanding contribution to the specific category for which he/she is being nominated, and should describe the nominee's:

-Leadership Skills

-Relevant achievements (programs implemented, awards received, etc.)

-Management Style

**Additional Information for Submitting a Program Excellence Award Nomination**

ICMA Local Government Excellence Awards program honors creative contributions to professional local government management and increases public awareness of the value of professional management to the quality of life in our communities. The Program Excellence Awards are presented to local governments and their Chief Administrators in recognition of their innovative and successful programs.

Nominations are reviewed according to the following three population categories: 9,999 and smaller; 10,000 to 49,999; and 50,000 and greater. Multi-participant nominations will be categorized in the population range that corresponds to the population of the largest participating local government.

A program can be nominated in one of four Program Excellence Awards categories, each of which may have multiple recipients.

To be considered for a Program Excellence Award, the local government's chief administrator must be a Full (Voting) ICMA Member\*. Local governments must limit their nominations to one program per category---with up to four programs nominated, one per category, per year. Each program nomination must be independent and cannot be a component of another program.

ELIGIBLE PROGRAMS:

* Must be administered under the authority of one or more governmental entities, with only limited outside assistance from experts/consultants.
* Must currently be in operation and have been FULLY IMPLEMENTED BY JANUARY 31, 2017!
* Must demonstrate tangible results.
* Can only be nominated to one Program Excellence Award category per year.

\*ICMA Full (Voting) members are employed as chief appointed administrative officers, assistant administrators, or administrative assistants in municipalities, counties or regional entities. The position must have overall management responsibility and be appointed or confirmed by the legislative body, the elected chief executive, and/or the chief appointed administrative officer. To check the nominee's membership status, please contact ICMA Member Services at membership@icma.org or 202/962-3680.

Nominators are cautioned that canvassing of any member of ICMA's Awards Evaluation Panel is grounds for the immediate disqualification of the nomination.

MAKING A NOMINATION:

1. Complete the online form.

2. Prepare a brief, descriptive narrative, not to exceed five typed, double-spaced pages (12-point font size with 1" margins).

3. Save the narrative (be sure there are no spaces in the name of the saved document)

 a. **Example of correctly named document: mynarrative.pdf**

 b. Example of incorrectly named document: my narrative.pdf

4. Upload the narrative as directed through the online nomination system

 Notes:

-ICMA's Awards Evaluation Panel will not review supporting materials beyond those provided in the online system and the descriptive narrative.

-You must complete a separate nomination form and descriptive narrative for each nomination.

The narrative should demonstrate how the local government has met a specific service delivery challenge by implementing the program nominated and must discuss in order:

-Problem assessment, the challenge or need that prompted the local government to develop the program

-Program implementation and costs

-Tangible results or measurable outcomes of the program

-Lessons learned during planning, implementation, and analysis of the program.