



## BCRPA Provincial Award Nomination Reference Guide for Facility Excellence

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

The **Facility Excellence Award** recognizes outstanding facility design that reflects community culture, is innovative in addressing community needs, is accessible to all patrons, serves as a community gathering hub, incorporates green design elements to reduce or eliminate negative impacts on the environment, and ultimately enhances the well-being of the community.

### About the Nomination Application:

Please budget up to 10 hours to collect the necessary information needed to apply for the Facility 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 facility 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 a BCRPA member.
2. The Nominee (the Facility) must be owned and operated by a currently enrolled Local Government, Affiliate, or Corporate Member.
3. Whether renovated, refit, or new, the facility **must be open for a minimum of one year** following the launch.
4. The facility can either be outdoor or indoor, but **must be a physical structure**.

### 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)



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- Upload 3 to 5 high resolution images** (300 dpi in jpg, png, tiff or eps format - maximum file size of 10 MB each)
- Submit 2 to 3 testimonials from a 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 Facility Excellence nomination online at:**

<https://survey.alchemer.com/s3/7635970/2024-Nomination-Form-for-Facility-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](#).**



## Facility Excellence Nomination 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. Answer the following questions to describe how the community was engaged and reflected in the facility design. *Word limit: 300 (27 points)***
  - How does the facility fill a gap and/or address current and anticipated community needs?
  - How does the design and development of the facility reflect community uniqueness, history, and culture?
  - What methods of community engagement were used in the design and development of the facility? How many community members participated and how did you engage diverse groups within your community?
- 2. Describe the facility features. *Word limit: 300 (30 points)***
  - How is the design of the facility creative or innovative in addressing the identified community need(s)?
  - How does the facility remove barriers and increase accessibility to all abilities, ages, genders, cultures, etc.? Please include examples of both barrier free features and accessible transportation options.
  - How were green design elements to reduce or eliminate negative impacts on the environment, incorporated in the design, construction, and operations? Please provide specific examples.
- 3. Answer the following questions to describe the overall reach and impact that the facility has had on the community. *Word limit: 300 (30 points)***
  - What is the impact of the facility on health, wellness and social well-being of the community, including priority populations?
  - How does the facility serve as a community gathering hub and inspire community placemaking and community connections?
  - Describe how facility use reflects the community. Include the demographics of people who use the facility the most.
  - Who does the facility reach outside the immediate jurisdiction or target population?
- 4. What were the challenges, successes and lessons learned during the facility design, construction and implementation? What strategies did you use to overcome any challenges? *Word limit: 300 (7 points)***
- 5. 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)***
- 6. What recognition, awards or media coverage has your facility received? Provide up to 2 examples. You may include URLs to media links. *Word limit: 300 (3 points)***