



## BCRPA Provincial Award Nomination Reference Guide for Program 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 and parks, and dedicated individuals whose ideas, innovation, and services make an impact in the recreation and parks sector.

The **Program Excellence Award** recognizes innovative programs that were successful in improving individual and community-level social and physical well-being. The program could serve as a model for other local governments or organizations to enhance their services.

**The deadline for nominations is: 11:59 PM, Friday, February 25, 2022**

### Eligibility Requirements:

1. Either the **nominator or applicant** must be BCRPA members
2. The Nominee (the Program) must have been developed and administered by a currently enrolled Local Government, Affiliate, or Corporate Member

### 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
- **Upload 3 to 5 high resolution images** (300 dpi in jpg, png, tiff or eps format - maximum file size of 10 MB each)
- **Submit two (2) Letters of Impact\***, each not to exceed **2 pages** (pdf or .docx files - maximum file size of 10 MB each)
  - One letter of impact must be **from a participating citizen/community member**
  - One letter of impact must be **from a partner**
    - [1] Letters of Impact will **include personal testimonials of the impact the program** has had on the individual and the community.
- You will also be asked to complete a **photography release form** (to be completed by the copyright holder) and an **application release form**. Both forms are integrated into the online nomination form.

**Submit your Program Excellence nomination online at:**

<https://survey.alchemer.com/s3/6645798/2022-Nomination-Form-for-Program-Excellence>

**If you have any questions, please contact the 2022 Provincial Awards Review Committee, c/o Connie Mah, Administrator, [by email](#).**



## Program Excellence Application Questions

### 1. Describe the program. *Word limit: 600*

- Who does it target?
- Why was it developed?
- How is it innovative or creative?
- Does it support local, provincial, or national strategies and/or initiatives (e.g.: OCP, masterplan, mission, frameworks)?
- How it is sustainable?
- What makes this program unique?

### 2. What are the results? *Word limit: 600*

- Was it cost effective, and were financial targets met? (including any fundraising and sponsorship goals)
- Were there participation targets? If so, were they met?
- What are three lessons learned?
- Was there a communication strategy? If so, what was the effectiveness?

### 3. How did the program impact participants? *Word limit: 600*

- Did they expand their skills and learning?
- Was there a target population/demographic? If so, how were those people impacted?
- How did it affect participants' quality of life (e.g.: sense of connectedness, physical activity, etc.)
- Did the program engage hard to reach or under-represented populations?
- What was the reach of the program? What percentage of the community population, or target population did the program reach?

### 4. How did the program impact the community? *Word limit: 600*

- Was there an overall change in the community (e.g.: increased capacity, connectedness, physical activity, etc.)
- Community benefits and/or partnerships?
- How is this program transferable to other communities?
- What is the short term and long term impact of the program's continuation in the community?

### 5. Describe any significant achievements and successes in developing and delivering the program. Were there significant challenges? If yes, what were they and how were they overcome? *Word limit: 250*