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## APPLICATION GUIDANCE

**AWARD CATEGORIES:** 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 first annual National Citizen Corps Achievement Awards. This awards program will recognize innovative practices and achievements of Citizen Corps Councils across the nation that are making our communities safer, stronger, and better prepared to manage any emergency situation. There is one award for State/Territory Councils and five award categories for tribal, regional, and local Councils who may submit applications for multiple categories.

- Outstanding State/Territory Citizen Corps Initiatives Award:** This award will recognize the State/Territory 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 state/territory.
- Outstanding Citizen Corps Council Award:** This award will honor 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.
- Collaborative Preparedness Planning Award:** This award will recognize the Citizen Corps Council that has shown 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:** This award will honor the Citizen Corps Council that has used innovative strategies to ensure residents of the community have the information, skills, and supplies they need to be prepared for community threats and hazards.
- Preparing Community Organizations Award:** This award will be conferred on the Citizen Corps Council that has excelled 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:** This award will recognize 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.

**ELIGIBILITY:** Applications must be prepared and submitted by a standing regional, local, territorial, tribal, or state Citizen Corps Council that is registered on the national website. Activities or programs submitted for consideration must have occurred during the period from January 1 – December 31, 2008.

**APPLICATION:** Each submission may not be longer than THREE 8 1/2" by 11" pages of 12-pt Times New Roman font, with one inch left and right margins. Each page submitted must clearly

indicate the award category, the Citizen Corps Council submitting the application (including community name and state/territory), and a name, phone number, and email address for a contact person.

Award applications should have three headers/sections:

- 1) Summary of the Activity,
- 2) Participants in the Activity, and
- 3) Goals, Impact, Local Significance.

Supporting materials may also be submitted in hard copy or electronically on a CD or DVD, to include press coverage, materials developed to support the activity (e.g. Council structure, plans, photographs, outreach materials, reports, or evaluations). All supporting material must also be labeled with the award category for which the submission should be reviewed, the Citizen Corps Council submitting the application (including community name and state/territory), and a name, phone number, and email address for a contact person. Please remember that supporting materials will not be returned.

**DEADLINE: All entries MUST be received no later than JUNE 12, 2009.** Once you have mailed your application, please also send an email to [citizencorps@dhs.gov](mailto:citizencorps@dhs.gov) with the subject line: 2009 Citizen Corps Awards. You will receive a confirmation email as soon as your application has been received. Mail application and any supporting materials as one complete package to:

**2009 Citizen Corps Awards**  
**11420 Rockville Pike**  
**Rockville, MD 20852**

**REVIEW and NOTIFICATION:** Selected Citizen Corps Councils will exemplify excellence in community emergency planning, foster successful public-private partnerships, prioritize collaboration, demonstrate creative and innovative local problem solving, and implement sound programs that can be modeled for use by other communities.

Areas of evaluation for each award category will include government – nongovernment collaboration; efforts to include targeted populations such as people with disabilities, youth, elderly, economic challenges, language and cultural issues, and pet owners; creative and innovative local problem solving; and measures of effectiveness.

Award recipients will be notified by **JULY 2, 2009**.

**AWARD CEREMONY:** Two representatives from the winning Council in each award category will be FEMA's honored guests at an awards ceremony during the National Conference on Community Preparedness, August 9-12, 2009, in the Washington, DC area. FEMA will also work with each award recipient to develop a case study to be posted on the Citizen Corps website ([www.citizencorps.gov](http://www.citizencorps.gov)), featured in outreach activities, and shared with other Councils nationwide.

**QUESTIONS:** Please email any questions to [citizencorps@dhs.gov](mailto:citizencorps@dhs.gov), with the subject line: 2009 Citizen Corps Awards.