



## The Missouri Municipal League 2018 INNOVATION AWARDS

Growing Our Communities Together

**About:** The Innovation Awards program showcases municipal programs or projects that have been successfully implemented and demonstrate new approaches for solving municipal challenges. It may also serve as a model for other communities.

**Eligibility:** To enter, a municipality must be a member of the Missouri Municipal League. Only one program per city will be considered. Joint or multi-city projects are welcome (population category will be based on the largest city in the project). Nominated programs or projects must be completed or well established.

**Categories:** The awards will be given in three different population categories:

- Large (more than 15,000)
- Medium (5,000 to 15,000)
- Small (under 5,000)
- Member's Choice (all nominees are eligible and all members are welcome to vote)

**Nomination Process:** The application is made up of three parts:

1. Cover sheet,
2. Project summary, and
3. Project description.

- Applications are due by **March 2, 2018**.
- Applications must be submitted by a municipal official.
- A panel of judges will evaluate each nomination; points are assigned based on the Evaluation Criteria (attached).
- Winners will be announced **during Local Government Week April 8-14, 2018, and honored at the MML Annual Conference in Branson, Sept. 16-19.**

**Nomination Directions:** The application packet must include the following:

- Completed Nomination Cover Sheet (attached)
- Project Summary of 200 words, or less, on a separate page (single-spaced, 12- point font)
- Project Description of no more than three pages (single-spaced, 12- point font)
- Additional materials such as videos, pictures, news clippings, etc., can also be included.
- Applications postmarked or received electronically after March 2, 2018, will not be considered. Changes to nomination materials submitted after March 2, 2018, will not be accepted.
- The application, if submitted electronically, should be in either Word or PDF format.
- Email the application to [rhuckstep@mocities.com](mailto:rhuckstep@mocities.com) or mail a hardcopy, CD or other medium to MML Headquarters on or before March 2, 2018.

**Showcase Opportunity:** In addition to submitting a nomination, all award nominees are invited to showcase their project or program at the Innovation Award Showcase at the Missouri Municipal League Annual Conference in September. This will provide attendees an opportunity to learn about the project or program, and benefit from the lessons learned.



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## Cover Sheet

City: \_\_\_\_\_

Project/Program Title (no more than five words): \_\_\_\_\_

Date Program Began: \_\_\_\_\_

Date Program Completed: \_\_\_\_\_

### Category of Municipality (*Check One*)

- Large (more than 15,000)
- Medium (5,000 to 15,000)
- Small (under 5,000)

Nomination Submitted By (must be a municipal official): \_\_\_\_\_

Position: \_\_\_\_\_ Email: \_\_\_\_\_

Telephone: \_\_\_\_\_

Project Contact: \_\_\_\_\_

Title: \_\_\_\_\_ Email: \_\_\_\_\_

Telephone: \_\_\_\_\_

Press Contacts (please provide contact information for any newspapers or other media to contact if city is selected): \_\_\_\_\_

### **SUBMISSION DEADLINE: Postmarked No Later Than March 2, 2018**

Please mail to: 2018 MML Innovation Award  
Missouri Municipal League  
1727 Southridge Dr.  
Jefferson City, Missouri 65109

Or email: [rhuckstep@mocities.com](mailto:rhuckstep@mocities.com)



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### Evaluation Criteria

Each nomination will be reviewed by a panel of judges, selected by the Missouri Municipal League Board of Directors. The Project Summary is worth 10 points and the Project Description is worth 90 points, for a total point scale of 100 points. Points will be awarded to each section based on the following criteria.

#### Project Summary

In 200 words or less (single-spaced, 12-point font), please provide a clear and concise overview of the project.

#### **Does the Project Summary clearly address the following topics? [10 points]**

What were the project's objectives? Were the project's objectives achieved? Who was involved in the project? What applicability does the project have for other cities?

#### Project Description

In three pages or less (single-spaced, 12-point font), please provide a detailed description of the project.

#### **Does the Project Description clearly address the topics? [10 points]**

- a) What were the project objectives?
- b) Who was involved in the project?
- c) How was the project funded?
- d) How were the objectives met?
- e) How were the results measured?

#### **Could this project be replicated in other cities? [20 points]**

- a) Is this a program that other cities could benefit from initiating?
- b) What helpful advice is offered?

#### **Was this project innovative? [20 points]**

- a) The degree of uniqueness in approach.
- b) The degree to which the innovativeness of the approach was the key to meeting the objectives of the program.

#### **How successful was this program in meeting its objectives? [40 points]**

- a) The success of the local government in implementing the program.
- b) The extent of the measurable benefit for the general community and local government.
- c) How adequately does the program address the future?
- d) Is this project a long-term solution to a problem?
- e) What obstacles did you face when working on the project and how did you overcome them?