

# 2020 NACDEP Awards

**Overview:** The Recognition Committee is working to make the awards process clearer and to ease the workload on volunteer judges. To aid in this, general submission instructions have been streamlined across awards. Please read the “Application Procedures” section below, as well as any information specific to the award you are seeking.

## Application Procedures

### Who can nominate?

All awards can be either self-nominated or nominated by someone else except the three noted below. These awards (the three exceptions) must be nominated by a group of 3 Extension professionals (1 nominator and 2 references). Two of the three Extension professionals must be current NACDEP members. For NACDEP Distinguished Career, each LGU can only submit one nomination per year. If duplicates are received, the awards committee will notify the nominators and they will be responsible for selecting their university’s nominee.

Exceptions (self-nominations not accepted):

- NACDEP Distinguished Career
- NACDEP Distinguished Service
- NACDEP Award for Creative Excellence Sponsored by JCEP

### Who is eligible to be nominated?

Eligible individual recipients must be current members of NACDEP at the time of the nomination, and at least two-fifths of team applicants must be NACDEP members. Members may prepare one application for each category (Individual and Team) annually. Applications may focus upon community, regional, state or national programming. Efforts nominated must have occurred the calendar year prior to when the awards will be given. Please see additional eligibility details for the awards listed below.

- NACDEP Distinguished Career
- NACDEP Distinguished Service
- NACDEP Award for Creative Excellence Sponsored by JCEP

Note: projects or programs can only be submitted on one award category

### How do I prepare the nomination packet?

The nomination packets must:

- Have a completed one-page (maximum length) Cover Sheet (see [Cover Sheet Template](#)) that includes:
  - The person submitting the nomination (you) with name, email, institution listed.
  - Award Category
  - Team or individual award noted
  - Person/persons being nominated along with university/organization affiliations. For team awards, please also note which team members are NACDEP members. Also, please list team members in the order they should be noted on the awards materials (such as alphabetical order, based on contribution, etc. – You decide.)
  - 50 word abstract to be used in the awards proceedings, if selected.

- Contain a Narrative that is no more than two pages in length that follows the Narrative Outline unique to each award (listed with each award description.)
- Be converted to a single PDF prior to uploading. (You will only be able to upload one document.)
- Comply with the page limits specified for each award. Pages must be single spaced, have 1” margins on all borders and fonts must be at least 12 points.

**When are nominations due?** By 11:59 PM Eastern Time, February 28, 2020

**Where do I submit the nomination packet?** Application materials are submitted on the links on this page: <https://www.nacdep.net/application>

**How are award winners determined?**

All awards applications will be submitted to the central judging committee for review and evaluation. That committee will score all the submissions. The two highest scoring applications shall be the national winner and runner-up, so long as they meet the minimum meritorious standards (a score of 75 points). Any applications not among the top two which meet a superior meritorious standard (a score of 90 points) shall be named national honorable mentions. The scores from the judging committee will also be used to name regional award winners, using the same criteria as above.

**When are awards presented?**

Each national award recipient will receive a plaque at the NACDEP awards dinner at the annual conference. The national runners-up, any honorable mentions, and the regional awards winners will receive certificates.

Nominations submitted that do not comply with these guidelines or other guidelines outlined in this document will not be eligible for review.

**Where do I learn more about information specific to each award?**

You can simply scroll through this document to read about each award or click on the links below to jump straight to one:

- [NACDEP Excellence in Community Development Work: Individual or Team](#)
- [NACDEP Cross-Program Award: Individual or Team](#)
- [NACDEP Educational Materials Awards: Individual or Team](#)
- [NACDEP Educational Technology Awards: Individual or Team](#)
- [NACDEP Innovation and Creativity Awards: Individual and Team](#)
- [NACDEP Diversity Awards: Individual and Team](#)
- [NACDEP Excellence in Teamwork Award: Team Only](#)
- [\\*NACDEP Distinguished National Service Award: Individual](#)
- [\\*NACDEP Distinguished Career Award: Individual](#)
- [\\*NACDEP Award for Creative Excellence Sponsored by JCEP: Individual or Team](#)

**\* Self nominations not accepted for these awards – requires a nominator.**

## NACDEP Excellence in Community Development Work Awards: Individual or Team

### Objectives:

To recognize a NACDEP member or group of members for outstanding programs in any aspect of community development work or for program accomplishments relative to scholarly and creative activities, teaching and/or research effectiveness, and to show evidence or collaboration with others who help meet community development needs.

### Criteria for Evaluation:

Documentation of Community Need or Opportunity	10 points
Objectives	10 points
Overview (including Resource Acquisition)	10 points
Evaluation Process	10 points
Impact of Program	25 points
Renewability or Sustainability	15 points
Collaboration	10 points
Program demonstrated uniqueness and innovation to warrant recognition	10 points

### Application Requirements:

- Follow [Application Procedures](#) noted on pages 1-2.
- Combine all documents into a single PDF to include (three pages total):
  - Cover Sheet (one page limit) – See [Cover Sheet Template](#)
  - Narrative Outline (two page limit):
    - How the program meets the needs of the community.
    - Objectives of the program.
    - Overview including resource acquisition
    - How the program was evaluated.
    - Results or impact of program.
    - Evidence of renewability or sustainability of the program.
    - Evidence of collaboration in planning/conducting the program.

## NACDEP Cross-Program Awards: Individual or Team

### Objective:

To recognize a NACDEP member or group of members for excellence in Extension work that combines or integrates Community Resources and Economic Development (CRED) activities with work in other program areas.

### Criteria for Evaluation:

Need for the cross-program approach and how the team was assembled to address the need for cross-functional design and diverse perspectives.	20 points
How the team worked within the community to demonstrate integrated leadership and shared responsibility, and to manage delegated tasks while keeping connected across silos	20 points
A significant change occurred as a result of programmatic effort – how the community as well as Cooperative Extension Service (CES) benefitted	20 points
Creative collaborative methods were used to accomplish programs goals and objectives	20 points
Program demonstrated uniqueness and innovation to warrant recognition	20 points

### Application Requirements:

- Follow [Application Procedures](#) noted on pages 1-2.
- Combine all documents into a single PDF to include (three pages total):
  - Cover Sheet (one page limit) – See [Cover Sheet Template](#)
  - Narrative Outline (two page limit):
    - Need for cross-program approach and how team was assembled
    - How the team worked within the community, shared responsibilities, delegated tasks, kept connected across silos
    - How the community and CES benefitted from the effort
    - Evidence of creative collaborative methods

## NACDEP Educational Materials Awards: Individual or Team

### Objective:

To recognize a NACDEP member or group of members who have who have developed outstanding materials that educate through credible, accurate, concise information.

**Types of Eligible Materials:** Materials may be one piece or multiple components packaged as one unit, and must apply to a single subject. Materials eligible for consideration may include traditional media presentations (newspaper, periodical, radio or video program), social media (Facebook, YouTube, Twitter, etc.), blogs and websites, and PowerPoint slide sets. The piece(s) submitted for consideration should be included as a link to a website with the piece(s). Curriculum pieces will be accepted. Promotional pieces are not eligible.

### Criteria for Evaluation:

Accurate, credible information and research based as applies.	20 points
Well written, using correct grammar, uncomplicated sentences and short paragraphs. Appearance is neat, clear and clean-cut.	15 points
User-friendly, designed to make user understand/become aware/informed/educated and has clear outcomes/impacts.	15 points
Concise, yet includes all essential information.	15 points
Subject matter is practical and educational.	15 points
Program demonstrated uniqueness and innovation to warrant recognition	20 points

### Application Requirements:

- Follow [Application Procedures](#) noted on pages 1-2.
- Combine all documents into a single PDF to include (three pages total):
  - Cover Sheet (one page limit) – See [Cover Sheet Template](#)
  - Narrative Outline (two page limit):
    - Target audience
    - Purpose
    - Objectives
    - Impact/reach
    - Link to materials if online

## NACDEP Educational Technology Awards: Individual or Team

### Objectives:

To recognize a NACDEP member or group of members for the use of technology in delivering or managing educational programs, in expanding the use of technology in community development work, and/or the use of educational technology to promote logical, problem-solving techniques.

### Criteria for Evaluation:

Clear and concise objectives	30 points
Appropriate application of technology to an educational/promotional program.	30 points
Impact to intended audience according to its stated objectives.	30 points
Program demonstrated uniqueness and innovation to warrant recognition	10 points

### Application Requirements:

- Follow [Application Procedures](#) noted on pages 1-2.
- Combine all documents into a single PDF to include (three pages total):
  - Cover Sheet (one page limit) – See [Cover Sheet Template](#)
  - Narrative Outline (two page limit):
    - Objectives of the initiative
    - Appropriate application of technology to meet the objectives (Why was this the right technology application for the purpose?)
    - Impact to intended audience. Include target audience, evaluation methods and impact data

## NACDEP Innovation and Creativity Awards: Individual and Team

### Objective:

To recognize a NACDEP member or group of members who have developed an outstanding effort or program that integrates innovation and creativity in Community Development program design or implementation that shows demonstrated effectiveness.

For the purpose of these awards, innovation is understood as a method or practice that creatively addresses a community or implementation issue in a novel manner that demonstrates improvement in program results.

### Criteria for Evaluation:

Documentation of community need or opportunity requiring new or different solutions	25 points
Program goals and objectives demonstrated innovation or creativity	30 points
Evaluation Process	10 points
Impact of Program	25 points
Program demonstrated uniqueness and innovation to warrant recognition	10 points

### Application Requirements:

- Follow [Application Procedures](#) noted on pages 1-2.
- Combine all documents into a single PDF to include (three pages total):
  - Cover Sheet (one page limit) – See [Cover Sheet Template](#)
  - Narrative Outline (two page limit):
    - Need or opportunity for a new solution
    - Goals and objectives that demonstrate innovation or creativity
    - Evaluation
    - Impact

## NACDEP Diversity Awards: Individual and Team

### Objective:

To recognize a NACDEP member or group of members who have developed an outstanding effort or program that ensures meaningful diversity and inclusiveness.

For the purpose of these awards, diversity is defined as acknowledging, understanding, appreciating, valuing and celebrating differences among people relative to race, color, creed, religion, national origin, sex, age, marital status, disability, public assistance status, veteran status, sexual orientation, etc. (List is not all-inclusive and is not limited to those that are mentioned.)

### Criteria for Evaluation:

Purpose reflects and recognizes outstanding efforts and accomplishments in achieving and sustaining diversity in community development Extension programs and/or audiences	20 points
Applicant's efforts foster an environment of diversity and inclusiveness	20 points
A significant change occurred as a result of programmatic effort	20 points
Methods were used to promote retention of diverse audiences	20 points
Program demonstrated uniqueness and innovation to warrant recognition	20 points

### Application Requirements:

- Follow [Application Procedures](#) noted on pages 1-2.
- Combine all documents into a single PDF to include (three pages total):
  - Cover Sheet (one page limit) – See [Cover Sheet Template](#)
  - Narrative Outline (two page limit):
    - Purpose reflects outstanding efforts to achieve and sustain diversity
    - Efforts fostered diversity and inclusion
    - A significant change occurred because of the program
    - Methods promoted retention of diverse audiences



## NACDEP Excellence in Teamwork Award: Team Only

### Objective:

To recognize outstanding Extension programming or projects conducted by a team that involves a NACDEP member or group of members that demonstrates effective performance and significant results (impact) at the community, region, state, or multi-state level.

### Criteria for Evaluation:

Need for the program	20 points
Evidence of Team Collaboration	20 points
Sustainability or replication opportunities for future application	20 points
Successful outcomes/results/impacts related to the goals/objectives	30 points
Program demonstrated uniqueness and innovation to warrant recognition	10 points

### Application Requirements:

- Follow [Application Procedures](#) noted on pages 1-2.
- Combine all documents into a single PDF to include (three pages total):
  - Cover Sheet (one page limit) – See [Cover Sheet Template](#)
  - Narrative Outline (two page limit):
    - Need for the program. What is unique about this program?
    - Evidence of collaboration. Explain the role of the team members.
    - Sustainability or replication of the program.
    - Describe outcomes/results/impacts.

## NACDEP Distinguished National Service Award

Self-nominations will not be accepted.

### Objective:

To recognize a NACDEP member who is actively involved in service to NACDEP and contributed significantly to the organization for at least three (3) years as of January 1 of the year in which the award will be given.

### Additional Eligibility:

Any NACDEP Member who is a member in good standing (including at least the immediate past year, as well as the current year) may be nominated. The individual has served at least three years as of January 1 of the year in which awards will be given. Members nominated must be actively engaged in service to the NACDEP organization as of the date the selections are made. This can include serving as an officer, serving on a committee, or any other volunteer contributions to the organization. The Distinguished National Service Award may be received only once. **Note:** Regional winners from the two preceding years will have the opportunity to update their nomination package to be included in the pool of national applicants.

### Criteria for Evaluation:

Actively involved in service to the NACDEP organization	25 points
Special contributions to the organization	30 points
Years of continuous service in the leadership or development of NACDEP	25 points
Professional attitude and leadership ability	20 points

### Application Requirements:

- Follow [Application Procedures](#) noted on pages 1-2, except as noted below.
- Combine all documents into a single PDF to include (five pages total):
  - Cover Sheet (one page limit) – See [Cover Sheet Template](#)
  - Narrative Outline (two page limit):
    1. Name, address, university, email, and phone number of nominee
    2. Active involvement in NACDEP
    3. Special contributions to NACDEP
    4. Years of continuous service in leadership or development of NACDEP
    5. Professional attitude and leadership ability
  - Two (2) letters of support, one page each, one of which may be an administrator or supervisor.

## NACDEP Distinguished Career Award

Self-nominations will not be accepted.

### Objective:

To recognize NACDEP members who are actively engaged in Extension community development programs and who have served more than seven years (7) as of January 1 of the year in which the awards will be presented in Extension community development programming.

### Eligibility:

Eligible recipients include members in good standing in the immediate past year as well as the current year. Nominees must have served more than seven years as of January 1 of the year in which awards will be given in Extension community development programs. Members recommended must be actively engaged in Extension community development programs as of the date the selections are made. States or units (NIFA or Regional Rural Development Centers) may recommend one Distinguished Career Award recipient. The Distinguished Career Award may be received only once. Each LGU can only submit one nomination per year. If duplicates are received, the awards committee will notify the nominators and they will be responsible for selecting their university's nominee. **Note:** If a state does not choose a new nominee, a regional winner from that state that did not win nationally from the two preceding years can be resubmitted to the pool of national applicants. To do this, the nominator would only need to update the Cover Sheet, Narrative, and Vita. New letters of support are not necessary.

### Criteria for Evaluation:

Professional Attitude, work with a professional association, Extension Committee work and responsibilities within LGU system	20 points
Professional improvement, including advanced formal education and supplemental training in Extension focus area, including attendance at NACDEP Annual Conference	15 points
Professional accomplishments, size and depth of programs created and implemented, demonstrated program improvements and program innovation	50 points
Scholarly achievement in community development supports or augments personal interests, passions and activities in one's own community.	10 points
Honors and awards received related to Extension and/or community development	5 points

### Application Requirements:

- Follow [Application Procedures](#) noted on pages 1-2, except as noted below.
- Combine all documents into a single PDF to include (eight pages total):
  - Cover Sheet (one page limit) – See [Cover Sheet Template](#)
  - Narrative Outline (two page limit):
    - Name, address, university, email, and phone number of nominee
    - Professional attitude; work with professional associations, CES committees, and in the LGU
    - Professional improvement (formal education, supplemental training, NACDEP attendance)
    - Professional accomplishments (size and depth of programs created/implemented; demonstrated program improvements and/or innovations)
    - Personal interests in community development
    - Honors and awards received because of community development efforts
  - Two (2) letters of support, one page each, one of which may be an administrator or supervisor.
  - Curriculum Vita (three page limit)

## NACDEP Award for Creative Excellence Sponsored by JCEP

Self-nominations will not be accepted.

### Objective:

To recognize an individual or team that demonstrates creative excellence that is adopted by others, advancing the work of community development in innovative ways. Often, the most creative and innovative ideas - the ones that advance the science and art of Cooperative Extension - come not from committees, but rather from individuals or small teams who see something at first that the rest of us don't. Through their insight, passion and persistence, their "wild" ideas gain acceptance, enabling all of us to excel. This award recognizes those individuals or small teams and their unique contributions - whether they are early in their Extension careers, mid-career, or late-career. For the purposes of this award, innovation is an approach to emerging issues or addressing existing issues in exceptionally creative or novel ways that get results, and that others want to emulate.

### Special Award Note:

The national award recipients will receive a plaque at the NACDEP awards dinner at the annual conference along with a check for \$250 from JCEP. The national runners-up, any honorable mentions, and the regional awards winners will receive certificates.

### Eligibility:

Entries may be submitted by an individual or team. At least one team member must be a member of NACDEP and employed at the time of the activity.

### Criteria for Evaluation:

Program addresses emerging issues or current issues in unique ways	20 points
Efforts are innovative and new, that is not widely conducted previously in the state, region, or nation	20 points
Nominee(s) exhibit a pattern of innovation and creativity extending beyond a single program or product	20 points
Evidence that innovative efforts have led to meaningful change in individuals and/or communities	20 points
Evidence that the creative approach is being adopted by other Extension/outreach professionals	20 points

### Application Requirements:

- Follow Application Procedures noted on pages 1-2.
- Combine all documents into a single PDF to include (five pages total):
  - Cover Sheet (one page limit) – See [Cover Sheet Template](#)
  - Narrative Outline (two page limit):
    - Describe the emerging or current issue being addressed.
    - Explain how the approach is unique and new
    - Demonstrate a pattern of innovation and creativity with the nominee(s)
    - Describe meaningful change resulting from the approach
    - Show evidence the approach is being adopted by other Extension/outreach professionals
  - Two (2) letters of support, one page each, one of which may be an administrator or supervisor.

**Cover Sheet Template**  
[one page limit to include all information below]

**Person Nominating (name, email, institution):**

Name  
Email  
Institution

**Award Category:**

**Team or Individual:**

**Title of Program/Initiative:**

**Person(s) Being Nominated (name, institution, NACDEP membership using the format below)**  
*(add more rows as needed)*

Name	Institution	NACDEP Member (yes/no)

**50 Word Abstract (for use in the awards script)**