



# MUNICIPAL *excellence* AWARDS



Connecticut Conference  
of Municipalities

collaborating for the common good

 HALLORAN  
SAGE

is proud to present the

## 6<sup>th</sup> Annual Municipal Excellence Awards

Each and every day, municipal officials throughout the state of Connecticut do outstanding work that promotes quality of life in our communities. Through both individual and team efforts, they make Connecticut towns and cities excellent places to live, work, and play.

CCM's Municipal Excellence Awards recognize innovative projects and individuals that have significantly improved the quality of life for citizens, established partnerships, and built community support. The competition applauds the achievements of leaders and municipalities and encourages others to strive for excellence.

To see the winning entries from previous years visit:

<https://www.ccm-ct.org/Resources/Municipal-Excellence-Awards>

Showcase your city/town's or an individual's excellent work –  
submit your entry today for the  
**2021 Municipal Excellence Awards!**

Deadline: Friday, August 13, 2021





## General and Topical (Town/City) Awards

### **EVALUATION**

Entries will be evaluated by a panel of judges made up of CCM leaders past and present.

Evaluation of the award entries will include analysis of:

- Structure – how the project or program is planned, organized, administered, and clearly explained.
- Goals and results – how well did the program achieve its goals? Be sure to clearly state your objectives and accomplishments.
- Strengths and weaknesses – how well did you use your resources? Talk about your budget, any grants you received, and highlight any person-power behind your project.
- Applicability to other municipalities – can other cities or towns learn from your program and adapt your ideas to their community?

Excellence in local government can be defined in many ways. If your municipality has done one or more of the following, we encourage you to send in an entry:

- Improved the quality of a municipal service.
- Developed an effective or innovative way to solve an old or common problem. How did your city align strategy with resources, and manage your innovation effectively?
- Modified a program from another community or organization to fit your needs.
- Found a way to save your town money and achieve the same or better results.
- Involved citizens or other town staff in making a decision. How did you tap citizen ideas, capture volunteer energy, and promote engagement?

This is your chance for statewide recognition – from peers, colleagues, residents, and the media – for a job well done.

### **ELIGIBILITY FOR AWARDS**

- **General Entry Awards** are divided into three population categories. Towns may submit an entry in their population category regardless of topic or service area.

**20,000 and under**

**20,001 to 40,000**

**40,001 or more**

- A single award will be presented in this year's **Topical Award** category, "**Innovation in Diversity, Equity, and Inclusion**". Towns of all sizes will compete against each other in this category.
- To be eligible, the subject of each entry must be a municipal-funded and/or municipal-administered project or program. Consider entering any project or program that was in place within the past two years. The project or program must have been initiated and/or implemented between December 2018 and December 2020. Towns may not enter the same project in both the population category and the topical category. No limit on entries per town or city; however, you must choose only one category per entry. **What can you enter for 2021?**



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## **ENTRY PROCESS**

Submit an entry packet via email or mail that includes a completed entry form, needed information described on the entry form, and any relevant supporting materials. Please note that entry materials cannot be returned if submitted by mail.

## **WINNING ENTRIES**

- A First Place prize will be awarded to the winner in each General Entry Award category. Winners are honored at CCM's Annual Convention in the fall and entries are featured throughout the year on CCM's website and in CT&C magazine. Each winning project will be awarded \$1,000 to be put toward its continued implementation and success.
- A single prize of \$1,000 will be given in the Topical Award category. Towns of all sizes will compete against each other in this category.
- If no entries in a given category meet judging standards, or if a category has few competitive entries, judges reserve the right to withhold an award in that category.
- Winning submissions will be notified in advance of the CCM Annual Convention, which is taking place on November 30, 2021 at Mohegan Sun, and will receive special recognition at the Convention.



## General and Topical Award Entry Form

### 2021 MUNICIPAL EXCELLENCE AWARDS

Please submit the following information for each entry.

Municipality: \_\_\_\_\_

Name of your nominated project or program: \_\_\_\_\_

Contact person: \_\_\_\_\_

Contact person's title: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

In which category are you submitting your entry?

- **General Entry Award**  
(check one population category):
  - 20,000 and under**
  - 20,001 to 40,000**
  - 40,001 or more**

OR

- **Topical Award**
  - "Innovation in Diversity, Equity, and Inclusion"

1. On a separate page, in 600 words or less, please provide a brief program/project description (to include budget, time frame, goals, collaborations, etc.).
2. Entries in both the General Entry Award and Topical award categories will be evaluated in terms of project/program structure, project/program goals and results, project/program strengths and weaknesses, and applicability to other towns as best practice.

- **For General Award Entries**

On a separate page, in 600 words or less, please describe how your town's project/program has accomplished one or more of the following:

  - a. Improved the quality of a town service.
  - b. Developed an effective or innovative way to solve an old or common problem.
  - c. Modified a program from another community or organization to fit your needs.
  - d. Found a way to save your town money and achieve the same or better results.
  - e. Creatively involved citizens or other town staff in making a decision.
- **For Topical Award Entries**

*"Innovation in Diversity, Equity, and Inclusion"*  
Award applications in this category highlight effective methods used by cities and towns to create lasting change in the municipality and establish an inclusive work environment by fostering diversity, equity, and inclusion. This could be through programs or services that: provide greater access to government and government



services to all populations; increase citizen participation in government and community activities by all segments of the community; or show that diversity, equity, and inclusion are ongoing and recognized efforts in your municipality. On a separate page, in 600 words or less, describe that program, project, or initiative. Please highlight any unique features and include any applicable evaluative data (see “Evaluation” section of the Entry Rules page).

3. Entries may include supporting documents (e.g., reports, proposals, photos, brochures, maps, newsletters, newspaper clippings, charts or graphs, printed website pages, advertisements, or marketing pieces). Submitting entries on no more than 20 sheets of single-sided paper is helpful to our judging panel. If you choose to submit your packet in a binder, please use binders that are no more than one inch thick.

Please note that, by submitting your entry, you are granting CCM approval to use your entry for promotional purposes.

### **ENTRY DEADLINE**

All entries must be submitted or postmarked by **Friday, August 13, 2021**.

*Electronic submissions are encouraged.*

**Send via email to:** [memberservices@ccm-ct.org](mailto:memberservices@ccm-ct.org)

**Send via mail to:** Municipal Excellence Awards  
Attn: Beth Scanlon  
Connecticut Conference of Municipalities  
545 Long Wharf Drive, 8<sup>th</sup> Floor  
New Haven, CT 06511

**Questions?** Contact [memberservices@ccm-ct.org](mailto:memberservices@ccm-ct.org) or (203) 946-3782

**The 2021 Municipal Excellence Awards  
are brought to you by:**





## Individual Awards

### Joel Cogen Lifetime Achievement Award



The Joel Cogen Lifetime Achievement Award is presented to an individual who has made a significant and unique contribution to Connecticut or to his or her community over an extended period of years.

The award was established in memory of CCM's first Executive Director, Joel Cogen. His dedication to advocating for the interests of Connecticut municipalities and promoting efficiency and responsiveness within municipal governments persists as an example for all of us. CCM celebrates his life and service through this award.

### Richard C. Lee Innovators Award



Presented by CCM to recognize municipal leaders that have developed unique and creative projects and programs to increase the effectiveness of local government. Innovators are individuals in any area of government who address problems common to municipalities throughout Connecticut in new ways.

The award was established in memory of CCM founder Richard C. Lee, the former mayor of New Haven whose urban renewal programs earned national recognition and created a template for decades of future city revitalization projects. His lifetime commitment to excellence in city government set an example for all of us. CCM celebrates his life and service through this award.

To see the winning entries from previous years, visit: <https://www.ccm-ct.org/Resources/Municipal-Excellence-Awards>.



## Individual Awards Entry Form

### **2021 MUNICIPAL EXCELLENCE AWARDS**

Please submit the following information for each entry.

Name of nominee: \_\_\_\_\_

Award Nominated for: \_\_\_\_\_

Contact person: \_\_\_\_\_

Contact person's title: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

**On a separate page, in 600 words or less, please provide a brief summary of the nominee's achievements as they pertain to the award.**

### **ENTRY DEADLINE**

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