



The Secretary's Award for Community Foundations

Housing and Community Development in Action



Application Form

Deadline: May 11, 2012

Complete applications must be **submitted via e-mail no later than 11:59 pm (Pacific) Friday, May 11, 2012.**

Please complete this application form, then save and email it as an attachment with all other required materials to **HUDaward@cof.org**

The Department of Housing and Urban Development, in partnership with the Council on Foundations' Public-Philanthropic Partnership Initiative, announces the Secretary's Award for Community Foundations to be awarded at the Council's annual Fall Conference for Community Foundations. The Secretary's Award for Community Foundations recognizes excellence in public-philanthropic partnerships that have both transformed the relationship between the sectors and led to measurable benefits in terms of increased economic development, health, safety, education, sustainable communities, inclusivity and cultural opportunities, and/or housing access for low- and moderate-income families.





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Criteria for Judging

(Please review the award brochure in full for additional information):

- Strength of the Cross-Sector Partnership
- Place-Based Results
- Sustainability
- Innovation
- Transferability

Community Foundation Name:

Application Contact Person:

Address:

City:

State:

Zip:

Telephone:

E-mail:



Assets as of 2010:

- ☐ Under \$25 million
☐ \$25–\$100 million
☐ \$100–250 million
☐ \$250–\$500 million
☐ Over \$500 million

Number of Full-time

Staff Members:

- ☐ 0
☐ 1–5
☐ 6–15
☐ 16–30
☐ 30+

Council on Foundations

Member in 2012:

- ☐ Yes ☐ No

National Accreditation:

- ☐ Yes* ☐ No

- *If yes :** (select one)
- ☐ National Standards for U.S. Community Foundations™ compliant
- ☐ Better Business Bureau Wise Giving Alliance Standards for Charity Accountability
- ☐ Maryland Nonprofits Standards for Excellence™
- ☐ Other:

Geographic Area (I–X):



Project Name:

Partners:

Municipal agency

Please specify:

County agency

Please specify:

State agency

Please specify:

Federal agency

Please specify:

Non-governmental partner(s):

Please specify:

**Dates of Project Start
and Finish:**

Start (if ongoing, Project Start date only)

Finish

Release Authorization: In consideration for entry in the program, the undersigned gives the Council on Foundations permission to use in whole or in part, including (but not limited to) use for publicity, audiovisual presentation, and/or promotion, all photographs, videos, and other materials ("Entry Materials") submitted to the Secretary's Award for Community Foundations for 1 year. The Council on Foundations is hereby given permission to make any editorial changes and/or additions to the submitted materials as it may deem necessary or desirable for production purposes. The undersigned hereby warrants and represents that (a) it owns all rights to all Entry Materials it submits; and (b) all such Entry Materials are original works of authorship by the undersigned and have not been copied, in whole or in part, from any other work and do not violate, misappropriate or infringe any copyright, trademark or other proprietary right of any other person or entity. The Entry Materials will not be returned to any entrant.

Name:

Date:

Title:



Attach additional sheet(s) to the completed application form with the following information:

1. An Executive Summary about the community foundation and the project.

A summary of the initiative (200 to 400 words) that can be used for publication to include: profile data on the community foundation applicant (indicating service area and assets as of 2010) and most recent data on the initiative including goals, objectives, partners, funding sources, and results, as applicable.

2. A Project Summary

An explanation of how the applicant meets the stated award criteria using the guiding questions below. Brevity (approximately 800–1000 words, or 2–3 pages) is appreciated.

I. Partnership. Provide an account of how partners were involved in each stage of the initiative. How has the initiative identified and included appropriate partners and what was the partnership structure? What specific role did each partner play in achieving the results? How was the partnership process important to subsequent implementation? If the initiative is completed, how have the partners remained in coordination, particularly among those partners who may have never before collaborated?

II. Place-Based Results. Include a project description with the beginning and end dates, implementation and funding/cost data (if applicable), and information about when the results were achieved. To what extent has the initiative identified and addressed local community needs in housing and community development for low- and moderate-income residents? Describe outputs and available outcomes, and for new projects, describe the indicators for performance measurement. How did they improve quality of life?

III. Innovation. To what extent has this project used innovative partnership approaches to address communitywide needs? How is the project innovative for the locality? How are these pioneering efforts applicable on a national scale? How has the project exceeded the expected results any partner could have produced alone?

IV. Transferability. How has the partnership served as an example for other localities working to build public-philanthropic partnerships to address challenges in their neighborhood or community? How does the program provide useful prescriptive measures for other communities similarly situated? Demonstrate that the project utilized a cross-sector partnership to implement a successful initiative.

V. Sustainability. What future plans does the partnership have to maintain a lasting impact within the community? In what ways does the program serve as a model for a financially, environmentally, and socially viable initiative that can reproduce the initial successful outcomes in the medium- to long-term? How does the cross-sector partnership work to ensure continually beneficial results within the community?

3. Support Letters & Statements.

One to five letters or statements in support of the initiative. Letters or statements should offer support for the value of the effort and may not be written by the community foundation under consideration. Comments from partners (including the government partner), residents, donors, and other local stakeholders familiar with or knowledgeable about the effort are encouraged. These letters are part of the application and should not be mailed separately.

4. Images.

Up to five digital images (.jpg format) with photo captions that provide context and show the initiative's results. Images should supplement what exists in the application. A caption between 15 to 25 words should accompany each image. Photo collages and PowerPoint presentations ARE NOT acceptable. Submit only digital images that are not copyrighted and may be reproduced by the Council on Foundations or HUD without a fee, charge, or copyright infringement. Entries without accompanying illustrations will be disqualified.

5. Supporting Documentation and Attachments.

Additional information that supports the partnership may be included in up to five attachments. All supporting materials listed above must be included with the application. Supporting documentation should take the form of reviews of the implementation effort, analysis of the results, newspaper clippings, editorials, etc. (Supplemental items must be submitted via email with the application as Word documents, PDF files, web links, etc.).

