Leon County
Board of County Commissioners
301 South Monroe Street, Tallahassee, Florida 32301
(850) 606-5302 www.leoncountyfl.gov

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PARWEZ ALAM
County Administrator

HERBERT W.A. THIELE
County Attorney

February 3, 2011

Dear Neighborhood Association President:

I am pleased to present you with the 2011 Leon County Neighborhood Recognition Program's "Neighborhood of the Year Award" application packet (enclosed).

The Neighborhood Recognition Program was established because the Leon County Board of County Commissioners knows strong and united neighborhoods like yours are the foundation of our community. This program offers each neighborhood an opportunity to be formally recognized for its active involvement and community service.

The Leon County Neighborhood Recognition Program will recognize outstanding neighborhoods in three categories: Small (200 or fewer homes), Large (more than 200 homes) and Unincorporated Area (outside the city limits). Winning neighborhoods will receive a sign to display at their entrances and bragging rights as Leon County's 2011 Neighborhood of the Year.

We are also including a nomination form for the County Neighbor of the Year Award (page 13) to recognize individuals who have significantly contributed to the quality of life within their neighborhoods.

Neighborhood representatives are asked to complete and deliver applications to the Leon County Public Information Office on or before the deadline: **Thursday, March 17, 2011, at 5 p.m.** Late submissions will not be considered.

If you have any questions, please contact the Leon County Public Information Office at (850) 606-5300 or email pio@leoncountyfl.gov. We look forward to another exciting year for all of Leon County's neighborhoods.

Sincerely,

Parwez Alam
County Administrator

/enclosures

Leon County
Neighborhood Recognition Program

2011 Neighborhood of the Year Award
&
2011 Neighbor of the Year Award

Application Packet

Leon County Neighborhood Recognition Program
2011 Neighborhood of the Year Award

Instructions

- Place your **Application Form** at the beginning of your entry. All entries must be typed or submitted electronically.

- For each category, please describe what your neighborhood has accomplished **from March 1, 2010**, through **February 28, 2011.**

- All applications must include a brief summary of the neighborhood that is 200-350 words and written in third-person format (from an outsider's perspective), which will be used in the awards program booklet.

- All applications must include a minimum of two (maximum of 5) high-resolution digital photographs that best represent the neighborhood.

- Applications must be submitted electronically or physically no later than **5:00 p.m. on Thursday, March 17, 2011** to:

  PIO@LeonCountyFL.gov

  or

  Neighborhood Recognition Program
  c/o Leon County Public Information Office
  301 S. Monroe Street, 5th Floor
  Leon County Courthouse, Suite 502
  Tallahassee, FL 32301

- If you have any questions, please contact the Leon County Public Information Office at (850) 606-5300 or email pio@leoncountyfl.gov .

GOOD LUCK!

2011 Neighborhood of the Year Award Eligibility

Any Leon County Neighborhood Association is eligible. We look forward to receiving your nomination for the neighborhood association that has made a significant contribution to the quality of life in one of Leon County's neighborhoods.

Nomination Procedures

Please complete the attached nomination form and mail the original to the Leon County Public Information Office, Leon County Courthouse, 5th Floor, 301 S. Monroe St., Tallahassee, Florida 32301. Hand-delivered applications should be taken to the Leon County Public Information Office, located on the 5th floor of the Leon County Courthouse, 301 S. Monroe St. **Nominations must be emailed or postmarked by Thursday, March 17, 2011**. Please submit your nomination as follows:

1) Nominations may be typed using the form provided or submitted electronically using the same format.

2) Nominations for Neighborhood of the Year **must** include minimum of two (maximum of 5) high-resolution digital photographs (minimum 300 dpi resolution) that best represent the neighborhood.

3) If you choose to include CDs, DVDs or other visual examples with your narrative description, provide **six (6) copies** of each item.

4) Nominations must reflect activities conducted by the nominee within the past year, from **March 1, 2010, to February 28, 2011**.

If you need additional space, attach one additional page (maximum) to the original application form. If you have any questions, please contact Leon County Public Information Office at (850) 606-5300 or email pio@leoncountyfl.gov .

Leon County Neighborhood Recognition Program
2011 Neighborhood of the Year Award

Application Form

Name of Neighborhood Association: _____

Mailing Address: _____

Contact: _____ Position: _____

Phone: _____

Email Address: _____

Boundaries of neighborhood: _____

Total number of members (homes) in your association: _____

Please check which award you are applying for (select only one).

There are three categories for the Leon County Neighborhood of the Year Award.

- ☐ Small Neighborhood of the Year (200 homes or fewer)
- ☐ Large Neighborhood of the Year (more than 200 homes)
- ☐ Unincorporated Area Neighborhood of the Year (outside the city limits)

Neighborhood Association Board Approval:

_____	_____	_____
President	Signature	Date

If your neighborhood is located inside the City limits, you are also eligible for the City of Tallahassee's Neighborhood of the Year Award. Please call Neighborhood Services at (850) 891-3846 for more information.

Leon County Neighborhood Recognition Program
2011 Neighborhood of the Year Award

Category 1: Neighborhood Qualities

In 300 words or fewer, please explain why your neighborhood should be recognized as the 2011 Leon County Neighborhood of the Year.

Leon County Neighborhood Recognition Program
2011 Neighborhood of the Year Award

Category 2: Neighbors Helping Neighbors

Discuss programs or activities that your association has initiated to help improve the quality of life for your neighbors. Program areas can include, but are not limited to, education, health, safety, recreation and social activities.

Leon County Neighborhood Recognition Program
2011 Neighborhood of the Year Award

Category 3: Neighborhood Enhancements

Describe how your association addressed existing problems or concerns in your neighborhood. This category may include landscaping, street and/or housing improvements, community projects, recycling efforts, litter and/or pollution control, the development of new policies and participation in local government.

Leon County Neighborhood Recognition Program
2011 Neighborhood of the Year Award

Category 4: Communication

Discuss your neighborhood association's method of communication. This includes newsletters, websites, flyers, etc. Please include the frequency of publication, types of articles and/or information provided, and any historical information you would like to share. Feel free to include an example or a web address.

Leon County Neighborhood Recognition Program
2011 Neighborhood of the Year Award

Category 5: Above & Beyond

Include any additional information not covered in the first four categories. Points will be awarded for creativity and/or process improvement initiatives. You may also include any additional materials such as video tapes, DVDs or CDs. If you choose to include these, provide **six (6) copies** of each item.

Leon County Neighborhood Recognition Program
2011 Neighborhood of the Year Award

Summary (Required)

Please type – in no fewer than 200 words and no more than 350 words – a description of your neighborhood, **which will be used in the official awards program**. Please write your summary in third-person form (from an outsider's perspective). It may be revised for grammar or conformity purposes.

Leon County Neighborhood Recognition Program
2011 Neighborhood of the Year Award

AWARD CRITERIA

The following criteria will be used by the Neighborhood Recognition Committee to evaluate each submittal.

Category	***Point Value***
1. Neighborhood Qualities	25
2. Neighbors Helping Neighbors	25
3. Neighborhood Enhancements	25
4. Communication	15
5. Above and Beyond	10
Summary	**Required**

Here are some important dates for you to remember.

Activity	***Date***
Application Deadline	Thursday, March 17, 2011
Awards Ceremony	Monday, May 9, 2011

Leon County Neighborhood Recognition Program
2011 Neighbor of the Year Award

Award Eligibility

Any member of a Leon County neighborhood association, who has facilitated neighborhood improvement in the past year by bringing neighbors together to complete projects, address critical needs, etc., is eligible. We look forward to receiving your nomination for the person who has made a significant contribution to the quality of life in one of your neighborhoods.

Nomination Procedures

Please complete the attached nomination form and mail the original to the Leon County Public Information Office, 301 S. Monroe Street, Leon County Courthouse, 5th Floor, Tallahassee, Florida 32301. Hand-delivered applications should be taken to the Leon County Public Information Office, located on the 5th floor of the Leon County Courthouse, 301 S. Monroe Street. **Nominations must be emailed or postmarked by Thursday, March 17, 2011**. Please submit your nomination as follows:

1) Nominations may be typed using the form provided or submitted electronically using the same format.

2) The application must be signed by a board member of the neighborhood association.

3) Nominations must reflect activities conducted by the nominee within the past year, from **March 1, 2010, to February 28, 2011**.

If you need additional space, attach one additional page (maximum) to the original nomination form. If you have any questions, please contact Leon County Public Information Office at (850) 606-5300 or email pio@leoncountyfl.gov .

Leon County Neighborhood Recognition Program
2011 Neighbor of the Year Award

Nomination Form

Name of the Nominee: _____

Name of Association: _____

Mailing Address of Nominee: _____

Telephone: Day _____ Evening _____

Email Address: _____

Nominated By: _____

Mailing Address: _____

Telephone: Day _____ Evening _____

Email Address: _____

Please explain why you are nominating this neighbor for the Neighbor of the Year Award. *(You may attach an additional page.)* How has this individual improved the quality of life for her or his neighbors or contributed to the improvement of the neighborhood? Nominees will be scored based on their contributions to the neighborhood or community.

Neighborhood Association Board Approval:

_____	_____	_____
President	Signature	Date