



# NASS IDEAS Award Application



Last updated: 09/31/11

## About the IDEA Awards:

The purpose of the **IDEAS (Innovation/Dedication/Excellence/Achievement in Service) Award** is to recognize significant state contributions to the mission of **NASS**, as well as to honor the outstanding programs and achievements of **NASS** member offices. Nominations are encouraged in all areas of state government programming that is overseen or administered by **Secretary of State or Lieutenant Governor** offices throughout the **U.S.**

**NOTE:** *Deadline for submitting a nomination is 5:00 PM EST Friday, November 18, 2011.*

All nominations must follow the prescribed format outlined below (please use 10-point Arial Font when typing your nomination). Nominations that do not meet the submission criteria or adhere to the required format may not be considered. Please be sure to include the following required information:

### I. COVER PAGE:

- Include the name of your state office/nominating Secretary of State or Lieutenant Governor
- Contact information for questions/follow-ups regarding the nomination
- Title of the program/project
- Name of the project lead (Note: Should be a state office employee who is affiliated with the program and is not the nominating Secretary of State/Lieutenant Governor)
- Brief description of the program/project, in one paragraph or less.
- General subject area of nomination – according to NASS committee areas, if possible (i.e. elections, business services, state heritage, etcetera.)

## II. EXECUTIVE SUMMARY:

Please include a summary of the project/program, describing the following:

- **History** (including length of time in operation) – Describe the factors that led to the development of the program, including problems that it sought to address and program goals.
- **Significance** – Discuss how the program exemplifies best practices in state government, including its unique, innovative or cost-effective aspects. Please consider how it supports the public policy goals of your office and assists your state office in executing its responsibilities.
- **Impacts/Results** – Explain how this program has contributed to the improved functioning of state government (you may highlight both financial and administrative/pragmatic impacts), including (where relevant) its benefits to citizens and other government agencies/units.

NOTE: The Executive Summary should be typed in 10-point Arial Font and may not exceed five, single-spaced pages in length. Charts and graphs may be included.

## III. SUPPORTING MATERIALS

Program materials, including brochures, pamphlets, booklets, forms, etcetera, may be included for review. Media clippings featuring the program may also be included for additional consideration.

## REQUIREMENTS FOR NOMINATION:

- Nominations from dues-paying state member offices are considered for eligibility.
- Each NASS member may nominate one lead and one program for each award category per cycle. (The nominated program does not have to be from the nominating member's own state, but only dues-paying member offices are eligible for consideration.)
- Nominated leads and programs should have a positive effect on the ability of the state office to serve its constituents and/or demonstrate exceptional use of state resources.
- Nominated programs must be administered by the Secretary of State or the Lieutenant Governor's office.
- Programs, services, laws or projects must have been operational/in effect for at least one year prior to the application submission.

- Selection criteria are based upon the principles listed in this application and will be applied accordingly.

#### **EVALUATION & SELECTION:**

Nominations will be evaluated on the clarity, quality and completeness of the information presented, as well as adherence to award guidelines. ***Submissions that do not include all required elements may not be considered.***

Once the submissions deadline has passed, all eligible submissions will be reviewed and evaluated for the award. The NASS Awards & Publications Committee reserves the right to seek outside support in order to complete this process.

#### **AWARDS PRESENTATION:**

Awards finalists will be notified before or during the NASS Winter Conference. Recipients will be formally recognized at the NASS Summer Conference. Award recipients are also publicized by NASS and its member offices in news releases, letters and website communications.