



Keep Georgia Beautiful Awards Program

Any Keep America Beautiful (KAB) certified affiliate in good standing with KAB is eligible to apply. Good Standing requires that your Network Service Fee is paid in full as well as timely submission of the 2008 Semi-Annual and Annual Report forms to KAB. This awards application covers program activities for the 12 month period of July 1, 2007 through June 30, 2008.

HOW TO ENTER Only those entries in compliance with these guidelines will be judged:

1. Complete the Award Information Sheet (attached), which will be the first page of your entry.
2. Type an Executive Summary, outlining your accomplishments for the 12-month period using the six guideline points (see page 2). Do not exceed three double-sided pages. **This section is worth 85 points.**
3. Add up to eight double-sided pages of supplemental material numbered 1-16, not including the Award Information Sheet and Summary. Supplemental material can include press clips, brochures, photographs, letters of endorsement, proclamations, etc. The purpose of this portion of your entry is to substantiate claims made in your Summary. Please do not include bulky items such as T-shirts or posters. **This section is worth 15 points.**
4. Submit up to five photographs that feature your affiliate's work. These photos may be duplicates from your supplemental material and may be submitted in print form; however electronic jpeg format (on CD) is preferred. They will be used in a slide show presentation at the Awards Luncheon if your affiliate is selected as a winner. Pictures will be returned along with your award binder.

Population Categories

- A – 0 to 49,999
- B – 50,001 to 200,000
- C – 201,000 and above

JUDGING CRITERIA, NOTIFICATION AND PRESENTATION

An independent panel of judges from the public, private, and government sectors will judge the entries. All winners will be notified by September 17, 2008. Award winners may not be selected in every category. First place awards will be presented at the Keep Georgia Beautiful Annual Awards Luncheon on October 23, 2008, at the Fabulous Fox Theatre in Atlanta.

**KEEP GEORGIA BEAUTIFUL
2008 KAB AFFILIATE AWARD**



Keep Georgia Beautiful Awards Program

KEEP GEORGIA BEAUTIFUL 2008 KAB AFFILIATE AWARD

Writing Your Executive Summary

Type the name of your affiliate and city in the top right-hand corner of the first page of your Summary. Your Executive Summary should begin with your affiliate's mission statement. Write your report using the following KAB programs: **Guide to Cigarette Litter Prevention, Graffiti Hurts, School Recycling Guide, Waste in Place and Waste in the Workplace** as they relate to each of the guidelines listed below. Your Executive Summary is the most important part of your entry, and is read carefully by the judges. Summaries must be typed and answers must be numbered to match the guideline statements. Please do not use clip art or colored ink in this portion of your entry. Use no less than one-inch top, bottom and side margins on standard 8½"x11" paper, with a type size no smaller than 11 points. You may single or double space your Executive

1. Describe how your **Litter Prevention** activities promoted litter prevention in your community and helped to change people's attitudes and behaviors. List your partners and describe their level of involvement in your activities. Describe the sustainability of your activities. Highlight any new programs or activities your affiliate has started. **(20 points.)**
2. Describe how your **Community Improvement** activities improved, beautified, and preserved the visual aspects of your community. Describe how your activities motivated residents of your community and explain the sustainability of your activities. List your partners and describe their level of involvement in your activities. Highlight any new programs or activities your affiliate has started. **(20 points.)**
3. Describe how your **Waste Reduction** efforts minimized the impact of waste and promoted responsible waste handling in your community. Include relevant statistics. List your partners and describe their level of involvement in your activities. Describe the sustainability of your activities. Highlight any new programs or activities your affiliate has started. **(20 points.)**
4. **Community Involvement and Leveraging Resources** – State your annual operating budget. Indicate how many staff members you have and whether they are full or part-time. Indicate whether you are a non-profit or government organization. Describe how your program is funded, including any matching grants or private foundation money, and how funds were obtained. Describe volunteer involvement and number of hours donated, in-kind donations of goods or services or other assistance your program received from community businesses, schools, government agencies, individuals, etc. **(15 points.)**
5. **Media/Public Awareness** – Describe your efforts to make the public aware of issues and/ or programs. **(5 points.)**
6. **Recognition Programs** – Describe how your affiliate publicly recognizes volunteers, groups, and businesses through awards and other positive reinforcement. **(5 points.)**

KEEP GEORGIA BEAUTIFUL 2008 KAB AFFILIATE AWARDS

Information Sheet

1. Select the appropriate population category for your entry:

A – 0 to 49,999

B - 50,000 to 200,000

C -201,000 and above

2. For Correspondence: (please print or type)

Name:

Title:

Affiliate Name:

Street Address:

City, State, Zip:

Phone: ()

Fax: ()

Email Address:

4. Type the Name as it should appear EXACTLY on the award: (limit 50 characters, including spaces):

5. Entry Binder Checklist -- All entries must include the following to be eligible:

- Award Information Sheet (with one additional copy placed in back of binder).
- Executive Summary, three double-sided pages (with one additional single-sided copy placed in back of binder).
- Supplemental Material, eight (8) double-sided pages
- Up to five photos (Prints are acceptable, electronic jpeg format preferred)
- All materials in a binder strong enough to withstand frequent handling

6. Mail to:

Keep Georgia Beautiful Awards Program
Georgia Department of Community Affairs
60 Executive Park South, NE
Atlanta, Georgia 30329

Questions: Contact Kim Portmess at 404-679-1580 or email at kgbawards@dca.state.ga.us. Visit our website at www.KeepGeorgiaBeautiful.org to download a copy of this form.

Submission Deadline
August 26, 2008

In accordance with our commitment to the environment, we encourage submissions in electronic format. For those capable of submitting the application online please email as a Word document with supplemental material and photos attached as JPEG or PDF files to KGBAwards@dca.state.ga.us

Postmark Deadline is August 26, 2008

Award entries will be returned by mail by November 8, 2008, to the correspondence address provided on the Award Information Sheet

