



Community Achievement Award

Purpose

Community Planning Association of Alberta membership are focused on improving the quality of life for their residents in multiple ways. Communities across Alberta have undertaken and are currently working on a wide range of community-based projects and priorities to address safety, health, local services and social and economic opportunities. The purpose of this Award is to recognize, celebrate, and share the success of these community-based projects.

This award recognizes an individual, team, or organization whose creative ideas and work has resulted in a successful project that has positively contributed to community building and well being within the Province of Alberta.

Eligibility

Recipients must be a member in good standing of the CPAA, actively engaged in some facet of community planning in an Alberta context and willing to share information about their successful project with CPAA.

Nomination and Submission

You may nominate a project or submit a project that you were involved in; both can be made by any member in good standing of the CPAA. A complete submission package will consist of:

- 1) Application form
- 2) Required description, reasons, tangible benefits and supporting information as listed on the Application form.
- 3) Supporting Documents listed on the Application form.

Community Achievement Award submissions must be received by the CPAA Office via email to cpaa@cpaa.biz by 4:00 pm, March 14, 2025.



Community Achievement Award

Selection

The CPAA Scholarships and Awards Committee will review the nominations and make one or more Award recommendation to the CPAA Board of Directors for a final decision. Please note the following criteria will be used in the selection process:

1. Each complete submission package will demonstrate/document its positive effect/impact on the community and/or intended end users.
2. The type of project or activity nominated is less important than the positive outcomes of the project. What is important is how it improves, informs, educates, creates new opportunities or efficiencies. A project may be nominated for its innovative concepts or methods. It could be an innovation in an existing process, use of materials, administration, management training, or procurement. Alternatively, it could be focused on social service, education, recreation, small business development, or cultural activities and successful projects/practices.
3. The submission must provide evidence of success and document the positive impact, improved quality and cost efficiencies, etc of the project. A successful project must be a proven success and not just a good idea that has yet to be implemented.
4. The submission information should highlight and explain the significance of the project presented in strengthening the community and creating new opportunities or significantly improving services.
5. The submission must be documented and well presented. The project contacts (including their teams and/or their agencies/employers) must provide sufficient information and documentation for the Scholarships and Awards Committee to verify and evaluate the work presented. Nominees may be contacted by the Committee for clarification and further information as necessary.

Presentation

The winner will be announced and presented with a plaque recognizing their achievement at the annual CPAA Conference and will be featured in CPAA publications.

Thank you for your consideration to participate in the CPAA Community Achievement Award!

600-900 6 Avenue SW Calgary AB T2P 3K2

Phone (780) 432-6387 E-mail: cpaa@cpaa.biz www.cpaabiz.com



Community Achievement Award Application

This award is to recognize successful community achievements by Community Planning Association of Alberta members. **Submission DEADLINE is 4:00 pm March 14, 2025.**

Eligibility

Recipients must be a member in good standing of the CPAA, actively engaged in some facet of community planning in an Alberta context and willing to share information about their successful project with CPAA.

Nomination and Submission

You may nominate a project or submit a project that you were involved in; both must be a CPAA member in good standing.

Award Decision and Presentation to the Winner

The Awards and Scholarship Committee will make a recommendation to the CPAA Board of Directors for final approval. The winner or a representative must be in attendance to receive the award plaque and be available for photographs as agreed to in the Signatures section of this application.

Title of Entry/Project

Name(s) of the individual, team or organization to be recognized for this project:

CPAA Member submitting or nominating the Project

Name: _____

Organization/Company: _____

Address: _____

City: _____ Province: _____ Postal Code: _____

Email: _____ Phone: _____

Project Contact Person if different from above

Name: _____

Organization/Company: _____

Email: _____ Phone: _____

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Community Achievement Award Application

Submission Requirements

Project Information

1. Brief description (300-500 words) of the project.
2. The reasons (300-500 words) this project merits recognition.
3. Identify the tangible benefits that have resulted from this success or this project.
4. Brief description of any funding, volunteer hours in kind contributions or other resources used to support the success of this project.

Supporting Documents

1. Two Letters of Support for the submission. The letters may be from any individual, group or agency that was involved in supporting, participating, or benefitted from the story/project submitted.
2. Optional: provide an appendix of public information (including photographs, media coverage) about the work to support your submission. Copyright and privacy laws apply, please check and receive permission for any type of images or information submitted.
 - to provide evidence of success and positive benefits.
 - maybe more useful for some types of submissions and therefore this appendix is encouraged by not required.

Refer to the Community Achievement Award Information Document for important Selection and Presentation expectations posted on the CPAA website.

Please ensure that this application form and supporting documents are submitted in pdf file format to the CPAA office at cpaa@cpaa.biz with the email heading "Community Achievement Award Submission" no later than 4:00 pm March 14, 2025.

Signatures Required for Submission

For a submission to be considered complete, for purposes of acceptance by CPAA, it is necessary that CPAA have the permission of the applicants in order for the Awards and Scholarship Committee to contact them for further information if required and to use the information provided in the submission in CPAA publications and Award announcements. Further, the Award winner or a representative must attend the CPAA Conference formal award presentation in the year that award is granted and be available for photographs.

By signing this application form below, you are giving CPAA said permissions and agreeing to participate in the formal award presentation at the 2025 CPAA Conference.

1. CPAA Member making the submission:

Print Name	Signature	Date

2. Primary Contact for the submission if different:

Print Name	Signature	Date