



**THE OHIO STATE UNIVERSITY**

JOHN GLENN COLLEGE OF PUBLIC AFFAIRS



**Exemplary Programs Awards**  
**Preparing a Strong Nomination**



## Workshop Agenda

- Purpose
- Process
- Scoring
- Practice



## Exemplary Program Awards Celebrate:

- Anti-poverty initiatives that support or assist individuals and families on the path to self-sufficiency;
- Communities' efforts in economic development to benefit the low-income population.



## Programs or Initiatives may include:

- Job creation
- Specific job training
- Various work, family, and individual supports
- Support for crisis situations or emergency services
- Help for recently incarcerated
- Services for those suffering from addiction



## Process: Overview

- 2018 Nominations will be accepted fall 2017
- Review nomination Criteria
- Programs or initiatives must have been implemented for at least one year
- Must fit into one of the six ROMA goals
- Complete and sign a nomination form and submit to Glenn College by due date for each program nominated
- Glenn College evaluation team reviews and scores all nominations
- Awards presented at OACAA winter conference



## Process: Tell the Story

- The key to a well-written nomination is providing the evaluators with specific information that shows how the program or initiative has had a positive impact on your community and the agency's mission.
- For your nomination to stand out, explain and include evidence and clear examples of what makes the program exemplary.



## Process: Tell the Story

### (1) What is the Problem or Need? (20 pts)

- Explain why the program or initiative is needed?
- Include data and evidence to support your story. Quantify the need.
- What would have happened without the program or initiative?



## Process: Tell the Story

### (2) Analysis of Options (20 pts)

- Who is the target population served?
- Describe the options your agency explored for solving the problem or need.
- Explain how you arrived at the solution – the program or initiative.





## Process: Tell the Story

### (3) Program Development & Implementation (20 pts)

- Vision and goals
- Describe implementation – what resources were needed, collaboration efforts, activities, and tasks to get it off the ground.
- Explain how the program operates – the processes, steps, quality control, evaluation methods.



## Process: Tell the Story

### (4) Program Strengths (10 pts)

- Best attributes
- What would you change?



## Process: Tell the Story

### (5) Program Outcomes (20 pts)

- Specific outcomes – Return on Investment
- Define program success
- Document how the program measurably improves peoples' lives (data?)



## Process: Tell the Story

### (6) Future Development for the Program (10 pts)

- Lessons learned?
- Advice or recommendations based on lessons learned?



## Tips

- Provide specific information – Don't assume the evaluators know anything about your program.
- Include data (facts, statistics, metrics) to help demonstrate the value of your program.
- If you don't have data, include specific accomplishments that show the impact of your program in your community.



## Tips

- ❑ Avoid sweeping generalities

Example:

The XYZ program has a made a huge difference for the children in our community.

By providing over 300 hot lunches to 155 children ages 3-7 the XYZ program has



## Tips

- ❑ Use short, concise sentences.

Example:

*To date, of the 100 participants, 30 completed the service requirement and received educational assistance.*

*The purpose of the program was two-fold – to improve public safety and to decrease the incidence of recidivism.*



## Tips

- Proofread your nomination application before you send it.
- Grammatical errors and misspelled words detract from the quality of your nomination
- Ask someone to review your nomination before you submit to provide feedback on how to improve it and to check for any errors.





## Scoring

Total of 100 points

- History (0 points)
- Previous Recognition (0 pts.)
- Problem or Need (0-20 pts.)
- Analysis of Options (0-20 pts.)
- Program Development & Implementation (0-20pts.)
- Program Strengths (0-10 pts.)
- Program Outcomes (0-20 pts.)
- Future Development for the Program (0-10 pts.)



## Scoring

### Scoring Criteria

- 20 = Excellent
- 10 = Good
- 0 = Incomplete