

2017 Hamilton Township Environmental Awards

APPLICATION INFORMATION AND REQUIREMENTS

ELIGIBILITY: All applicants/nominees must reside or have a presence in Hamilton Township.

ELIGIBILITY CRITERIA: The project, program or implementation must have taken place in Hamilton.

- Have been initiated within the past two years and have been fully operational for one year, except for onetime projects over a short period of time. The application must focus on measurable environmental benefits that have been achieved, and/or how the project has or may serve as a model for other successful projects.
- Be submitted by an applicant who is in good standing in the community.
- Nominations may be self-initiated or made by another person or entity.
- Applicant must agree to allow their name and a summary of their accomplishments to be publicized.

POTENTIAL AWARD CATEGORIES:

An award plaque(s) and Honorable Mention(s) may be presented in each category selected:

- Business (including small, medium and large)
- Not-for-Profit Organization
- Individual
- Educational such as a school or students
- Local, County, State, or Federal government agency

Submit in only one of the above categories. Multiple applications, by project, may be submitted.

AWARD REVIEW CRITERIA:

Innovation and Creativity (25 points)

Achievement and Results (25 points)

Service to the Community (20 points)

Demonstrated Leadership (15 points)

Letters of Support/Endorsements (15 points)

GENERAL APPLICATION INFORMATION:

This awards program recognizes those who are implementing sustainable actions or working in creative partnerships to improve and protect Hamilton Township Mercer County's environment and contribute to a cleaner and healthier economy. Successful applicants will be those who demonstrate measurable environmental, economic and social benefits as a result of projects, programs or implementations that produce tangible environmental benefits to the community.

Awardees will be announced (but not presented), at Hamilton's Veteran Park **Oktoberfest** in October 15, 2017. A separate event at a Hamilton venue/facility will also be announced and publicized, inviting the public, awardees and participants. At the public event awardees will formally be presented.

Only applications that meet the eligibility requirements, format requirements and include clear, measurable and documented metrics will be considered for selection by a panel of three judges with advice and consent of the Hamilton Environmental Advisory Commission and the Mayor's Office.

APPLICATION DEADLINE: Applications by hardcopy or electronic means must be received no later than Friday, September 22, 2017.

APPLICATION CONTENT REQUIREMENTS:

☐ **Cover Sheet and Application:** Complete all required information. All submissions must be typed. An email contact is mandatory. An individual or representative must be made available to answer questions about the application and coordinate requests for clarifications. The following must be supplied: **Include or attach:**

- Application Cover Sheet
- Activity or Project/Program Title and Summary (Maximum two paragraphs)
- General Description including numbers of participants/those impacted etc. (Maximum one page)
- Innovation, Sustainability and/or Partnerships (Maximum half page)
- Measurable Environmental, Economic and Social Benefits (Maximum one page)
- Transferability to Other Users (Maximum one-half page)
- Funding Sources (Maximum one-half page)
- Other Details (Maximum one-half page)
- Samples of Information, photographs, documents, flyers or reports, publicity produced or used etc. (Max 5 pgs)

APPLICATION FORMAT REQUIREMENTS:

THREE paper copies of the application and any supporting information, **OR ONE emailed PDF document with all attachments** must be received by the deadline. Applications/Nominations must be typed in a clear 12 point font (except headings). A page is defined as an 8½" x 11" single-spaced, one-sided sheet, and hardcopy pages must be stapled/linked in one document, or sent electronically in PDF format.

Only applications in the required format will be considered.

☐ Applicants will receive an electronic notification confirming receipt of application materials.

Questions about the Application may be sent to the Hamilton Environmental Advisory Commission Award panel to Sabrina Bowling by email to sbowling@hamiltonnj.com

2017 Hamilton Environmental Award

COVER SHEET and APPLICATION

CHECK ONE: _____ SELF APPLICATION or _____ NOMINATION APPLICATION

CATEGORY (One only): _____

NAME OF APPLICANT or NOMINEE _____

Name of Project/ Accomplishment _____

Contact Information for Applicant or Nominee

Name _____

Address _____

Phone _____

EMAIL _____

Contact information for person or entity submitting Application or Nomination (or mark "Same")

Name _____

Address _____

Phone _____

Email _____

Hours we may call you by phone: _____

Applications/Nominations must be received by Friday, September 22, 2017, including US Mail, in person or email.

Instructions:

If hardcopy, submit this Cover Sheet and attached pages to: Attn: Sabrina Bowling, Awards Application, Township of Hamilton Division of Planning, 2090 Greenwood Ave, Hamilton NJ

If by email, transmit PDF to: sbowling@hamiltonnj.com Note: Awards Application in Subject line