IAP2 AUSTRALASIA

CORE VALUES AWARDS

2021 ENTRY KIT

Entries close: 19 April 2021

iap2
international association
for public participation

Contents

The entry process for Project of the Year submissions has changed in 2021. Please read through all sections before commencing your entry. We recommend you begin the process of submitting your entry via the IAP2 online portal at least 2 weeks prior to the deadline.

In fairness to all entrants, no extensions will be granted.

Overview

IAP2 Australasia's premier Core Values Awards recognise and encourage projects and organisations that are at the forefront of public participation. The awards were created to encourage excellence, quality and innovation in public participation. Embedding the IAP2 Core Values in organisations and projects that demonstrate leading practice is a key focus for the awards.

IAP2 Foundations for the practice of public participation

The Core Values are one of the foundations of the IAP2 framework for decision-focused, values-based public participation. Public participation is likely to be successful when:

There is clarity about the decision to be made;

- Appropriate choices have been made regarding the role of the public; and
- IAP2 Core Values are expressed throughout the process.

The IAP2 Spectrum describes a range of roles for the public in a decision process. Applicants should be able to describe how their work expresses the Core Values and the other IAP2 foundations.

IAP2 Core Values for the practice of public participation

1. Public participation is based on the belief that those who are affected by a decision have a right to be involved in the decision-making process.
2. Public participation includes the promise that the public's contribution will influence the decision.
3. Public participation promotes sustainable decisions by recognising and communicating the needs and interests of all participants, including decision makers.
4. Public participation seeks out and facilitates the involvement of those potentially affected by or interested in a decision.
5. Public participation seeks input from participants in designing how they participate.
6. Public participation provides participants with the information they need to participate in a meaningful way.
7. Public participation communicates to participants how their input affected the decision.

Awards on offer

In 2021, IAP2 Australasia and IAP2 International is offering three major awards

- 🏆 Project of the Year Award
- 🏆 Organisation of the Year Award
- 🏆 Research Project of the Year Award

IAP2 Australasia will also award eight Project Category Awards, from which the winner of Project of the Year will be chosen

- Planning
- Infrastructure (Planning and Design)
- Infrastructure (Construction)
- Environment
- Health
- Disaster and Emergency Services
- Community Development
- Indigenous

In addition, there will also be two special awards. A separate entry is not required for these special awards.

See page 17 for more information.

- Project category award entries also have the option to nominate for the Smart Budget Award. Eligible entrants (where the engagement services budget is less than $10,000 (AUD OR NZD) wishing to enter their project into this award can answer the optional question presenting in the online application.
- There will also be the Judges' Encouragement Award in recognition of innovation in community engagement chosen from all submissions, regardless of category. All entrants will be automatically considered for this award, and no action is required by the entrant.

IAP2 International Core Values Awards

The IAP2 Australasia major award winners will have their successful submissions automatically entered into the 2021 IAP2 International Awards.

IAP2 Public Participation Spectrum

	INFORM	CONSULT	INVOLVE	COLLABORATE	EMPOWER
PUBLIC PARTICIPATION GOAL	To provide the public with balanced and objective information to assist them in understanding the problem, alternatives, opportunities and/or solutions.	To obtain public feedback on analysis, alternatives and/or decisions.	To work directly with the public throughout the process to ensure that public concerns and aspirations are consistently understood and considered.	To partner with the public in each aspect of the decision including the development of alternatives and the identification of the preferred solution.	To place final decision making in the hands of the public.
PROMISE TO THE PUBLIC	We will keep you informed.	We will keep you informed, listen to and acknowledge concerns and aspirations, and provide feedback on how public input influenced the decision.	We will work with you to ensure that your concerns and aspirations are directly reflected in the alternatives developed and provide feedback on how public input influenced the decision.	We will look to you for advice and innovation in formulating solutions and incorporate your advice and recommendations into the decisions to the maximum extent possible.	We will implement what you decide.

INCREASING IMPACT ON THE DECISION

The IAP2 Public Participation Spectrum is designed to assist with the selection of the level of participation that defines the public's role in any community engagement program. The Spectrum show that differing levels of participation are legitimate depending on the goals, time frames, resources and levels of concern in the decision to be made. However, and most importantly, the Spectrum sets out the promise being made to the public at each participation level.

The IAP2 Public Participation Spectrum can also be downloaded via the IAP2A website.

Organisation of the Year Award

The Organisation of the Year Award recognises the application of the Core Values in all aspects of an organisation and how they are embedded into decision-making that features public participation.

For many organisations this is a long-term process and all organisations in various stages of the process are encouraged to apply for this award.

This category recognises the work of ONE organisation. *Combined organisation entries will not qualify.*

Judges' Rating Scale

9-10   This value or criteria is expressed at the highest level of achievement

7-8   This value or criteria is well expressed

5-6   This value or criteria is demonstrated at a basic level

3-4   This value or criteria is demonstrated but inconsistently

1-2   This value or criteria is demonstrated to little or no extent

The Australasian Award category winner will be entered into the International Award Process.

QUESTION	CRITERIA
1. Committed to the IAP2 Core Values	Demonstrate a commitment to the Core Values for Public Participation through their policies, strategies, practices and/or procedures. Please consider ALL of the Core Values;
2. Leadership	Provide evidence that the leader/s in the organisation have a good understanding and have integrated public participation into the way they work;
3. Satisfaction	Evidence about levels of participant, stakeholder, and organisation satisfaction with the process (note: high levels of satisfaction will be highly regarded); How you won the support or co-operation of communities/stake-holders for the project or improved relationships with them, or participation opportunities;
4. Staff Participation	Describe how internal/staff participation has set the tone for public participation;
5. Track Record	Provide evidence about their track record in, or long-term commitment to, effectively involving the public in decision-making and policy setting;
6. Adaptability	Demonstrate their adaptability in the face of major challenges, reputation risk or unexpected outcomes;

See page 6 for details on how to enter Organisation of the Year Award.

How to Enter Organisation of the Year Award

1. To get started, log in to IAP2 Australasia's SM Apply submission system: https://iap2a.smapply.io/

You will need to create an account with SM Apply before logging in for the first time. Please see the section "Helpful Information" on page 20 for more information on using the portal.

Please upload and submit your entry by: MONDAY 19 APRIL 2021 4:30PM AEST. No submissions (or part thereof) will be accepted after this date and time. Emailed / posted entries cannot be accepted.

2. Once in the portal, you will be required to:

   a. Complete an online form with your entry name, organisation and contact details
   b. Select relevant award category (one category per entry)
   c. Upload a 1-page summary (PDF or Word document). This is your opportunity to provide a clear executive summary that will be a case study for others to access should you be successful (see the 2019 or 2020 Core Values Showcase Booklet for examples).
   d. Upload your 8-page entry (this is what the judges will review) as a PDF or Word document. Applications should be no longer than eight single sided A4 pages or four double sided A4 pages uploaded as a PDF or Word document Ensure all the judging criteria is met. A suggested template to follow is:
      - Introduction (optional)
      - Organisation of the Year Judging Criteria (required)
         o 1. Committed to IAP2 Core Values
         o 2. Leadership
         o 3. Satisfaction
         o 4. Staff Participation
         o 5. Track Record
         o 6. Adaptability
      - Judges also appreciate entries with a header or footer which includes: Award category; Project name; Applicant/sponsoring organisations; Page number
   e. Optional: answer additional criteria questions online to enter the Smart Budget Award.
   f. Upload a high-res version of your organisation logo/s
   g. Provide 2 to 5 references. Referees should not be members of your organisation or of its governance structure but ideally should include members of the public who have been involved in the engagement process. Referees also need to be available to take a phone call to verify claims made in the award submission, if requested. All references, either provided online or via written document upload, must be submitted by the due date. Note that references are for IAP2A use only and are not reviewed by the judges. You have three different ways to provide your references:
      i. Upload written references (ensure referee contact details are included on the reference)
      ii. Provide the contact details of referees (Name, how they were involved with the entry, email address and phone number)

        iii.   Request a reference from your referee through the SM Apply Portal

    h. Give consent to Reproduce Material (online question). Entrants may be requested to provide a case study at a later stage (which may be in a prescribed format) to support other IAP2 activities, such as sharing of best practice and supporting our advocacy program.

3. Should you be shortlisted as a finalist, you will also be required to submit:
   - A 30 second video <u>outlining the engagement process</u> of your project/organisation
   - Artwork for an A1 sized Poster/Storyboard for display at the 2021 IAP2A Conference in October 2021.

Further details on these will be provided when finalists are announced.

Special tip: Can you show how you have addressed each of the IAP2 Core Values?

For all entries, judges will be looking for you to demonstrate how your organisation or project meets ALL of the IAP2 Core Values. You may wish to include this information in a separate table within your entry, or highlight this throughout your entry, so it is easy for judges to see how your application aligns with the Core Values. And don't forget the importance of an effective proofread!

All entries to be submitted online via https://iap2a.smapply.io/. Emailed or posted entries will not be accepted.

Need help or have any questions?

For all other enquiries please contact Marketing & Sales Manager, IAP2 Australasia, via email info@iap2.org.au.

No correspondence or interaction with the judges will be entered into.

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Research Award

Research is critically important to IAP2 and its members if we are to understand and overcome challenges in everyday public participation and build upon public participation theory and practice. The Research Award acknowledges important contributions to the body of public participation knowledge.

Innovation doesn't happen by accident. The combination of interesting problems, good questions and a spirit of enquiry are the foundations that help us build new theories and give shape to new ideas; they are the elements that help advance our knowledge and understanding.

Judges' Rating Scale

9-10   This value or criteria is expressed at the highest level of achievement

7-8   This value or criteria is well expressed

5-6   This value or criteria is demonstrated at a basic level

3-4   This value or criteria is demonstrated but inconsistently

1-2   This value or criteria is demonstrated to little or no extent

The Australasian Award category winner will be entered into the International Award Process.

The judging criteria have been built based on the seven IAP2 Core Values.

QUESTION	CRITERIA
1. The Problem and Challenge	Briefly describe the overall research question or problem, and its alignment with public participation.
2. Methodology & Theoretical Frameworks	Briefly describe the research methods used and how you approached your research question or problem. Note also any theoretical frameworks which underpinned your research.
3. Research Results	Describe the outcomes of the research, in particular your findings. What did you discover? How solid are your findings? What evidence do you have to support your claims?
4. Contribution to the Body of Knowledge	What is your contribution to the body of knowledge in the field of public participation? How are the results being shared and the results being practically applied?
5. Alignment with Core Values	Describe how the IAP2 core values are reflected in your methodology and/or your findings. This might include some or all of the following: • Those who are affected by the decision were involved in the decision-making process. • The public's contribution influenced the decision. • The decision was sustainable and recognised and communicated the needs and interests of all participants, including decision makers. • The involvement of those potentially affected by or interested in the decision was sought out and facilitated. • Participants provided input into designing how they participated in the decision. • Information provided to participants supported meaningful participation. • Participants were informed about how their input affected the decision.

How to the enter the Research Award

1. To get started, log in to IAP2 Australasia's SM Apply submission system:
   https://iap2a.smapply.io/

You will need to create an account with SM Apply before logging in for the first time. Please see the section "Helpful Information" on page 20 for more information on using the portal.

Please upload and submit your entry by: MONDAY 19 APRIL 2021 4:30PM AEST. No submissions (or part thereof) will be accepted after this date and time. Emailed / posted entries cannot be accepted.

2. Once in the portal, you will be required to:
   a. Complete an online form with your entry name, organisation and contact details
   b. Select relevant award category (one category per entry)
   c. Upload a 1-page summary (PDF or Word document). This is your opportunity to provide a clear executive summary that will be a case study for others to access should you be successful (see the 2019 or 2020 Core Values Showcase Booklet for examples).
   d. Upload your 8-page entry (this is what the judges will review) as a PDF or Word document. Applications should be no longer than eight single sided A4 pages or four double sided A4 pages uploaded as a PDF or Word document Ensure all the judging criteria is met. A suggested template to follow is:
      - Introduction (optional)
      - Research Category Judging Criteria (required)
        o 1. The Problem and Challenge
        o 2. Methodology and Theoretical Frameworks
        o 3. Research Results
        o 4. Contribution to the Body of Knowledge
        o 5. Alignment with Core Values
      - Judges also appreciate entries with a header or footer which includes: Award category; Project name; Applicant/sponsoring organisations; Page number
   e. Optional: answer additional criteria questions online to enter the Smart Budget Award.
   f. Upload a high-res version of your organisation logo/s
   g. Provide 2 to 5 references. Referees should not be members of your organisation or of its governance structure but ideally should include members of the public who have been involved in the engagement process. Referees also need to be available to take a phone call to verify claims made in the award submission, if requested. All references, either provided online or via written document upload, must be submitted by the due date. Note that references are for IAP2A use only and are not reviewed by the judges. You have three different ways to provide your references:
      i. Upload written references (ensure referee contact details are included on the reference)

      ii. Provide the contact details of referees (Name, how they were involved with the entry, email address and phone number)

      iii. Request a reference from your referee through the SM Apply Portal

   h. Give consent to Reproduce Material (online question). Entrants may be requested to provide a case study at a later stage (which may be in a prescribed format) to support other IAP2 activities, such as sharing of best practice and supporting our advocacy program.

3. Should you be shortlisted as a finalist, you will also be required to submit:

- A 30 second video <u>outlining the engagement process</u> of your project/organisation
- Artwork for an A1 sized Poster/Storyboard for display at the 2021 IAP2A Conference in October 2021.

Further details on these will be provided when finalists are announced.

Special tip: Can you show how you have addressed each of the IAP2 Core Values?

For all entries, judges will be looking for you to demonstrate how your organisation or project meets ALL of the IAP2 Core Values. You may wish to include this information in a separate table within your entry, or highlight this throughout your entry, so it is easy for judges to see how your application aligns with the Core Values. And don't forget the importance of an effective proofread!

All entries to be submitted online via https://iap2a.smapply.io/. Emailed or posted entries will not be accepted.

Need help or have any questions?

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Project of the Year Award

The Project of the Year recognises and honours projects which exemplify the spirit and purpose of public participation. The award recognises excellence in the tools, techniques and efforts in public participation within a finite framework.

There are eight project categories. Your project/program should demonstrate a high level of alignment with each of the IAP2 Core Values and with the category descriptions.

Preference is given to projects that demonstrate the use of innovative techniques, sustainable solutions to problems that face the field of public participation, and the successful involvement of the public in new areas. The Project of the Year Award will be given only to projects that have achieved a definable outcome.

Projects must be complete or have significant phases of the project completed. Project awards are given to the sponsoring organisation/s listed on the application. The Australasian Project of the Year will be selected from one of the Project Category winners.

The Australasian Project Award overall winner will be entered into the International Award Process.

Judging Process

Applications for this category will firstly be judged on a category basis. During the second stage, each of the project category winners will be compared and an overall Australasian winner will be decided.

The category finalists will be notified by September 2021. Finalists will be determined based on meeting a benchmark score, and is not necessarily an indication of having received an Award.

Multiple submissions

Entrants submitting to more than one category:

- Organisations submitting to more than one Project category, for example Infrastructure, Planning or Environment, must complete *a separate entry for* each category. The judges reserve the right to move an entry into another category if they believe it is more suited to a different category.
- A limit of three entries per project subject to the submission responding to the specific category criteria.

Judges' Rating Scale

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From 2021, Project of the Year applications will form part of the IAP2 Australasia Case Study Series which aims to provide members with access to factual stories which demonstrate successes, challenges and insights from completed public participation projects. This free resource aims to increase practitioner knowledge, improve engagement practices and the experience of public participation.

Entrants for the Project of the Year Award will be required to complete the Case Study Template as their entry. (This will replace the 8-page entry from previous years.)

How to the enter the Project of the Year Award

1. To get started, log in to IAP2 Australasia's SM Apply submission system: https://iap2a.smapply.io/

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   d. Upload your entry (this is what the judges will review) using the IAP2A Case Study Template as a Word document. *Please do not adjust colours, fonts or other formatting in this document.* There is no page limit, but do ensure all the Project of the Year judging criteria is met:
      - 1. Objectives
      - 2. Challenges
      - 3. Methodology
      - 4. Satisfaction
      - 5. Innovation
   e. Optional: answer additional criteria questions online to enter the Smart Budget Award.
   f. Upload a high-res version of your organisation logo/s
   g. Provide 2 to 5 references. Referees should not be members of your organisation or of its governance structure but ideally should include members of the public who have been involved in the engagement process. Referees also need to be available to take a phone call to verify claims made in the award submission, if requested. All references, either provided online or via written document upload, must be submitted by the due date. Note that references are for IAP2A use only and are not reviewed by the judges. You have three different ways to provide your references:

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Special tip: Can you show how you have addressed each of the IAP2 Core Values?

For all entries, judges will be looking for you to demonstrate how your organisation or project meets ALL of the IAP2 Core Values. There is a section in the template to demonstrate this, so it is easy for judges to see how your application aligns with the Core Values. And don't forget the importance of an effective proofread!

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IAP2 Australasia Project Categories

CATEGORY	DETAILS
Planning	The Planning Project Award recognises and honours best practice in engagement across a broad range of planning activities, including energy, water, health, transport policy development or initiatives, planning of service provision, organisational strategic planning and physical, social and economic development of urban and rural areas. The category may include one or more of the following: • Statutory, Social, Land Use, Strategic Planning, Policy Development or Transport planning (local, regional, national), master planning, services integration or provision improvements. Note: • Transport built-infrastructure projects – e.g. road, rail (heavy or light), ports, and cycle-ways - should be entered in the Infrastructure category. • Organisational strategic planning includes projects associated with the development of organisational vision, mission, value statements, strategic objectives and future planning.
Infrastructure (planning and design)	The Infrastructure Project (planning and design) Award recognises and honours the planning and/or design of projects that will result in new or improved built-infrastructure. The new or improved assets could be from a range of sectors including but not limited to energy; water and wastewater; waste management; transport; education; health and human services; defence; cultural, civic, sporting, recreational and tourism; science, agriculture and environment; information and communications technology; and housing.
Infrastructure (construction)	The Infrastructure Project (construction) Award recognises and honours infrastructure projects that involved the building of new or improved built-infrastructure such as roads, parks and sporting fields, bridges, pipes, dams, buildings (e.g. houses, hospitals, schools) and airports etc. The new or improved assets could be from a range of sectors including but not limited to energy; water and wastewater; waste management; transport; education; health and human services; defence; cultural, civic, sporting, recreational and tourism; science, agriculture and environment; information and communications technology; and housing.
Environment	The Environment Project Award recognises and honours projects or programs that primarily focus on engagement with the community and/or stakeholders on projects or topics that relate to the environment including traditional and renewable energy, resource and sustainability projects. Award applications could include public participation processes for: • Projects • Policies, or • Initiatives.
Health	The Health Project Award recognises and honours projects that primarily focus on engagement with the community and/or stakeholders on projects or topics that relate to health. Award applications could include public participation processes for projects, policies or initiatives. Examples of projects include: • Health policy development • Health planning (local, regional, national) • Health services integration • Health service-provision improvements.
Disaster and Emergency Services	The Disaster and Emergency Services Project Award recognises and honours projects that primarily focus on engagement with the community and/or stakeholders when dealing with flood, fire, earthquake and other natural or man-made disasters that have significant community impact. Award applications could include public participation processes for projects, policies or initiatives. Examples of projects include: • Engagement Planning to be prepared and ready • Engagement activities during the Response phase • Building community resilience pre- or post- disaster in Recovery phase.
Community Development Project	The Community and Development Project Award recognises and honours projects that **build capacity** within communities, allowing for cultural and linguistic diversity. Applications could include processes for projects or initiatives that demonstrate broad community engagement to identify shared issues and concerns to generate local solutions. The projects or initiatives might be large or small, and either rural or urban. The key is having the community as the starting point and the focus throughout. **Note:** Organisational capacity building is recognised in Organisation of the Year.
Indigenous	The Indigenous Project Award recognises and honours projects that support and achieve effective engagement in Maori, Aboriginal or Torres Strait Islander communities. • How innovative engagement processes were used in the project, what these were, and • How these innovative practices might advance the field of public participation.

IAP2 Australasia Project Judging Criteria

Environment, Health, Disaster and Emergency Services, Community Development, Planning, Indigenous and Open and Infrastructure (planning and design phase).

The Infrastructure (construction phase) Award category has separate judging criteria – please see page 16.

The judging criteria have been built based on the seven IAP2 Core Values. Marks are allocated to each criteria. Applicants are encouraged to respond to **all of the five** <u>specific criteria</u>, as follows.

QUESTION	CRITERIA
1. Objectives	Outline the project objectives and the public participation process, including: • The decision(s) that were to be made. • What role the public had in the decision-making process. • If you sought input from participants in designing how they could be involved, and how? • The reasons for the use of the particular participation process.
2. Challenges	• Describe specific challenges faced by the project. • Describe how the public participation process responded to those challenges as it relates to your project. Additional criteria for Smart Budget category • Describe any challenges, benefits or strengths in working with limited budget and/or resources in such a project. • Outline how the outcome may have been different if budget and resourcing were not so limited.
3. Methodology	Describe how the IAP2 Core Values are reflected in your approach and your findings, with particular attention given to the following: • How your process included the public's contribution and how it influenced the decision. • How you promoted sustainable decisions by recognising and communicating the needs and interests of all participants, including decision makers. • How you sought out and facilitated the involvement of those potentially affected by or interested in a decision. • How you sought input from participants in designing how they participate. • How participants were provided information about the project/program to enable them to participate in a meaningful way. • How participants were informed of how their input affected the decision.
4. Satisfaction	Provide evidence about levels of participant, stakeholder, and organisation satisfaction with the process (note: high levels of satisfaction will be highly regarded); How you won the support or co-operation of communities/stake-holders for the project or improved relationships with them, or participation opportunities.
5. Innovation	Preference is given to projects that demonstrate an engagement process that has tried new and innovative techniques, used sustainable solutions to problems that face their communities and successfully involved the public in this process; or projects with an outstanding delivery of traditional engagement practices. Did your project feature new, innovative approaches to engagement? Please explain, including the following points: • What role public participation had in that change • How innovative processes were used in the project, and what these were, and • How these innovative practices might advance the field of public participation. Alternatively, if your project did not feature new and innovative approaches to engagement, explain in what way your project delivers outstanding use of 'tried and tested" engagement approaches.

Infrastructure (Construction) Category

The judging criteria have been built based on the seven IAP2 Core Values. Marks are allocated to each criteria. Applicants are encouraged to respond to **all of the five** **specific criteria**, as follows.

QUESTION	CRITERIA
1. Objectives	Outline the project objectives and the public participation process, including: • The decision(s) that were to be made including any smaller, discrete decisions that the community may have been involved with throughout the construction/maintenance work. • What role the public had in the decision-making process. • How the project team approached issues and tried to minimise community or stakeholder disturbance. • If you sought input from participants in designing how they could be involved, and how? • The reasons for the use of the particular participation process.
2. Challenges	• Describe specific challenges faced by the project. • Describe how the public participation process responded to those challenges as it relates to your project.
3. Methodology	Describe how the IAP2 Core Values are reflected in your approach and your findings, with particular attention given to the following: • How your process includes the public's contribution and how it influenced the decision. • How you promoted sustainable decisions by recognising and communicating the needs and interests of all participants, including decision makers. • How you sought out and facilitated the involvement of those potentially affected by or interested in a decision. • How you sought input from participants in designing how they participate. • How participants were provided information about the project/program to enable them to participate in a meaningful way. • How participants were informed of how their input affected the decision and how public commitments made during the planning/design of the project were delivered on/improved/not delivered and why. • How feedback was encouraged and was used to improve construction/maintenance practices and resolve community concerns as they arose.
4. Satisfaction	Provide evidence about levels of participant, stakeholder, and organisation satisfaction with the process (note: high levels of satisfaction will be highly regarded); How you won the support or co-operation of communities/stake-holders for the project or improved relationships with them, or participation opportunities.
5. Innovation	Preference is given to projects that demonstrate an engagement process that has tried new and innovative techniques, used sustainable solutions to problems that face their communities and successfully involved the public in this process; or projects with an outstanding delivery of traditional engagement practices. Did your project feature new, innovative approaches to engagement? Please explain, including the following points: • What role public participation had in that change • How innovative processed were used in the project, and what these were, and • How these innovative practices might advance the field of public participation Alternatively, if your project did not feature new and innovative approaches to engagement, explain in what way your project delivered outstanding use of "tried and tested" engagement approaches.

Smart Budget Award

Optional award category for Project Category Award entrants

The Smart Budget Award recognises and honours projects or initiatives that demonstrate cost effective ways for the public to participate, with a limited budget and/or resourcing for engagement services (under AUD$10,000 or NZD$10,000). Submissions from any of the project categories can enter this award if their engagement budget is $10,000 or less (including staff time and consultant fees). This award aims to recognise creative and innovative processes that have big impact with a limited budget.

Entrants who wish to be considered for this award are required to respond to the question in the online submission process as follows:

Describe any challenges, benefits or strengths of working with limited budget and/or resources in such a project. Outline how the outcome may have been different if budget and resourcing were not so limited. Describe the effectiveness to cost ratio.

500 words or less

Prizes and Learning Scholarships

Winners of the Australasian Project of the Year, Organisation and Research Awards will be awarded a learning scholarship.

The purpose of the scholarship is to support two-way learning for leaders in the field of public participation. Scholarship funds of $1500 per major award winner can be used towards any IAP2 Australasia training courses (terms and conditions apply). The scholarship is available for up to 12 months unless agreed otherwise.

All winners, including each project category winner, will receive:

- Award logo provided to be used on organisation's stationery
- Framed certificate, and
- The opportunity to present at various networking events.

Projects may also be turned into case studies, videos or other materials, and showcased on the IAP2 Australasian and International websites.

Winners of the 2021 IAP2 Australasian Core Values Awards will be encouraged to share their learning stories through several means with the IAP2 community throughout 2021-2022. These opportunities will be determined with the winners, and may include:

- Presenting at events,
- Providing resources for the IAP2 Australasia website, and /or
- Writing about their project or organisation or research.

The three major winners will have their successful submissions entered into the 2021 IAP2 International Awards.

Judging Process

The judging panel/s will:

1. Assess each application against the IAP2 Core Values (see page 2)
2. Use the criteria, IAP2 Core Values and a rating scale to assess and score each application
3. Select a short list of entries for dialogue and deliberation with the other judges
4. Decide on finalists* and winners
5. Decide the overall winner of the Australasian Project of the Year, and the finalists and winners for the Australasian Organisation of the Year and Australasian Research Award.

Note: The judges reserve the right to decline giving an award in any category if they believe there are no exceptional applicants in a given year. The judges reserve the right to change or move a project submission to an alternate category.

Entry Fee

An entry fee applies to each application: $175 plus GST for IAP2 members, $425 plus GST for non-members.

Applicants will be invoiced after the closing date of 19 April, 2021

To determine if you or your organisation is a member of IAP2, contact our Membership team at membership@iap2.org.au. Information on becoming a member is available at iap2.org.au.

If your organisation would like to request exemption from the entry fee (such as due to charity status or organisational policies), please feel free to email info@iap2.org.au (attention Marketing Manager) to explain your position.

Key Dates

- **Applications open:** Friday 25 February 2021.
- **Applications close:** 4.30pm (AEST) Monday 19 April 2021.
- Finalists for each category will be notified and announced in September 2021.
- Winners will be announced at the 2021 IAP2 Australasia Conference in Brisbane, October 2021.

Helpful information

Frequently Asked Questions

Answers to frequently asked questions can be found here on the IAP2A Website.

Using the IAP2A Submission Portal (SM Apply)

We recommend you create your account in the IAP2 application submission portal (powered by application software SM Apply) *at least 2 weeks prior* to the deadline to ensure you are familiar with what is required and comfortable with the online submission system. This also gives you the opportunity to seek help if you are having any technical issues. You can save, edit and even re-submit your entry as required up until the deadline.

All entrants will receive a confirmation email from the IAP2 submission system to acknowledge the successful lodgement of their submission within 2 business days. If you do not receive this email, please check your spam or junk folder, and check with your organisation's IT if your firewall allows emails from SM Apply.

Some organisations may have difficulty accessing SM Apply submission system, or receiving emails from SM Apply due to IT firewalls, policies or configuration. We suggest you speak to your IT department about granting access; or use an alternative email address (such as a Gmail or personal address) to receive validation emails.

For additional assistance, contact the Marketing Manager via email info@iap2.org.au.

For further information on how to use the SM Apply submission system, visit their FAQ page at: smapply.zendesk.com/hc/en-us/articles/115001445354-Applicant-FAQ

Words from our previous winners

"As a boutique consultancy, based in far north Queensland, winning a Core Value Award allowed Working Visions the chance showcase authentic and culturally appropriate Indigenous engagement. As the Dengue Out Program - *Wolbachia* project -was a collaboration across four organisations and the entire community of the Northern Peninsula Area, the Award also provided the opportunity to highlight the work of our partners. It also provided cumulative recognition of our regional engagement work over many years."

Tracey Wilson, Working Visions
Working Visions with World Mosquito Program, Northern Peninsula Area Regional Council and Tropical Public Health Service
Project: Dengue Out Program
Northern Peninsula Area Cape York Qld

Dengue Out program shirt being modelled at the 2019 IAP2 Australasia conference in Sydney.

"Winning the Award for Infrastructure – Planning and Design for Nepean Redevelopment Stage 1 has been a great motivator for our project team as we head into the planning and design phase for Stage 2. It has also reassured us that we are on the right track when it comes to meaningful and effective community engagement.

In 2020, the recognition we received at the IAP2 awards will help us break down some of the traditional boundaries around early and regular community participation in the hospital design and planning process. I am also hoping it will give us a mandate to try new methods of engagement across all our health projects."

Nepean Hospital Redevelopment Team
Winner: Health Infrastructure and Nepean Blue Mountains Local Health District
Project: Nepean Hospital Stage 1 Redevelopment

Health Infrastructure and Nepean Blue Mountains Local Health District team receiving their award at the 2019 Core Values Awards.

Checklist

- ❑ **Name of your submission/entry.** Submission names should be 70 characters or less.
- ❑ **Name of all sponsoring organisations.** Please list all organisations who should be acknowledged on a certificate should your submission receive an award.
- ❑ **Contact details.**
- ❑ **Select relevant award category (one category per entry).**
- ❑ **Upload a 1-page summary PDF or Word document.** This is your opportunity to provide a clear executive summary that will be a case study for others to access should you be successful (see the 2018 or 2019 Core Values Showcase Booklet for examples).
- ❑ **Upload your entry:**
  - o For Organisation of the Year, and Research award categories, this will be your 8-page entry.
  - o For Project of the Year entries, this will be your Case Study submission.
- ❑ **Optional: answer additional criteria questions online to enter the Smart Budget Award.**
- ❑ **Upload a high-res version of your organisation's logo(s).**
- ❑ **Provide details for at least two (and up to five) independent referees who can provide a written comment on the organisation's engagement work and verify claims made in the award submission, upon request.** You will be given the opportunity to invite referees to provide a written comment through the online portal; or alternatively you can upload a written reference to the portal. Referees should not be members of your organisation or of its governance structure but ideally should include members of the public who have been involved in the engagement process.
- ❑ **Give consent to Reproduce Material (online question).**

Should you be shortlisted as a finalist, you will also be required to submit:

- A 30 second video outlining the engagement process of your project/organisation
- Artwork for an A1 sized Poster/Storyboard for display at the 2021 IAP2A Conference in October.

Further details on these will be provided when finalists are announced.

Need help or have any questions?

For all other enquiries please contact Marketing & Sales Manager, IAP2 Australasia, via email info@iap2.org.au.

No correspondence or interaction with the judges will be entered into.