



## **BCI AWARDS 2021 NON-PROFIT LEADERSHIP IN POLICY**

### **PLEASE READ THE FOLLOWING INSTRUCTIONS CAREFULLY:**

- ALL APPLICANTS SHOULD ANSWER THE APPLICATION QUESTIONS TO THE BEST OF THEIR ABILITY.
- APPLICATIONS MUST INCLUDE ALL APPLICABLE SUPPLEMENTARY MATERIALS.
- PLEASE SUBMIT ALL WRITTEN ANSWERS IN ONE (1) DOCUMENT IN PDF FORMAT, WITH THE HEADINGS AND QUESTIONS PROVIDED BELOW.
- THE APPLICATION MUST BE COMPLETED IN ITS ENTIRETY TO BE ELIGIBLE FOR CONSIDERATION.

### **INTRODUCTION** (200 words max)

- Briefly introduce the nominee and describe how the nominee meets the award criteria (link to criteria).

### **LETTERS OF SUPPORT/REFERENCE**

- Provide at least two (2) letters of support. (up to a maximum of five (5))
- Reference letters should be written by individuals who know the nominee well enough to talk about the impact of their work first-hand.
- The letter should be current and written specifically for this award.

### **DESCRIPTION OF WORK**

*[Please address the following questions in your response. You may choose to include additional information to enhance the application, as is relevant.]*

1. What problem were they solving?
2. How did the nominee take measurable action to solve this problem? Please provide a succinct timeline of the development process.
3. How many members were on the team and what were their roles and contributions? Were any external stakeholders included in the work? If so, how were they involved?
4. What challenges, issues or limitations did the nominee face in their work? What steps or action were taken to respond to these?
5. Provide specific examples of how the nominee is deserving of this award, based on the criteria (Link to Criteria)
6. What makes the nominee's efforts outstanding?

### **OUTCOMES AND IMPACT**

*[Please address the following questions in your response. You may choose to include additional information to enhance the application, as is relevant.]*

1. What was the impact/outcome and how did they measure it?
2. What is the current status of the issue? What are the expected next steps?
3. How was the work done by the nominee shared, promoted, and recognized?
4. Please include detailed examples supplemented by data and/or statistics that have supported the positive outcomes of the work done by the nominee.
5. Please detail the communities impacted by this issue
6. Did the policy reach the intended audience?

### **SUPPORTING MATERIALS**

- The application must include any relevant information/examples of the nominee's work and supporting materials to substantiate the outcomes/results of the nominee's work. Up to ten (10) pieces of supporting materials may be included.