



KANSAS PRIDE PROGRAM

Excellence in PRIDE

Nomination Instructions

See page 3 for award descriptions.

Nomination procedure for Excellence in PRIDE Community Capital Awards

To be considered for this award, provide the following information by February 15:

- Cover Page (*one per packet*)
- Narrative (*no more than 3 pages*)
- Supporting documentation
- IF electronic documents are not available, submit 4 printed copies of your application and supporting documentation

Nomination narrative: (*no more than 3 pages*)

Please detail the following:

- The need(s) the project addressed and how the need was identified
- The goals of the project, and how you know that the project met your goals.
- the timeframe of the project (date planning started to date of completion);
- project collaborative partners, including how they were involved (contributions);
- hours of volunteer service to complete the project;
- How this project impacted the community and the value it provided to the community.

Supporting Documentation should include:

- Plan of work for the project
- Project budget and funding sources
- A minimum of two *but not more than 5* high resolution photos; preferably attached digitally
- Copies of flyers, advertising and news articles
- A 100 word summary of the project

***Note: Applications with narratives longer than 3 pages will not be considered.**