

## **FCCMA Awards Application Tip Sheet**

To submit a strong and complete application, we encourage nominators to be thoughtful, thorough, and intentional in preparing materials. The most competitive submissions clearly demonstrate how the nominee meets the award criteria.

### **Start with the Right Perspective**

- The strongest applications are typically submitted by individuals who know the nominee and their accomplishments well.
- Nominators with experience in local government management are often better able to articulate the scope and impact of the nominee's work.

### **Carefully Review the Criteria**

- Read the award description thoroughly before beginning.
- Address each criterion directly and provide clear, specific examples to support your responses.
- Ensure all required components are included in your submission.

### **Do Your Research**

To strengthen the application, consider gathering information from multiple sources:

- Review the candidate's résumé and/or LinkedIn profile.
- Search public records or online media for relevant articles or achievements.
- Consult current and former colleagues, such as deputies or department directors.
- If applicable, seek input or testimonials from elected officials the candidate has worked with.

### **Highlight Professional Contributions**

Be sure to include information that reflects the candidate's involvement and impact in the profession:

- Participation in FCCMA and/or ICMA committees (Refer to the ICMA "Who's Who" section for information and contact FCCMA staff for FCCMA participation).
- Teaching, mentoring, or involvement in professional development programs.
- Conference presentations, panels, or speaking engagements.

### **Final Review**

- Carefully proofread the application for clarity, completeness, and accuracy.
- Confirm that all required materials and supporting documentation are included.