



NEIGHBORHOOD RECOGNITION  
PROGRAM

2018

NEIGHBORHOOD OF THE YEAR  
AWARD APPLICATION

# City of Tallahassee and Leon County 2018 Neighborhood Recognition Program

Tallahassee/Leon County is a community of vibrant neighborhoods. Our neighborhoods and their residents are the foundation of who we are as a community. The City of Tallahassee and Leon County are committed to strengthening neighborhoods and providing neighborhood leaders with the resources and support they need to work with their neighbors. One component of strengthening neighborhoods and neighborhood leadership is the recognition of the initiatives and programs that neighborhood leaders and residents undertake to improve and enrich the quality of life within their neighborhoods, as well as the partnerships they have established with the City, County and other community partners.

The City and the County Neighborhood Recognition Programs seek to highlight and celebrate the outstanding work being done across the community by neighborhood organizations. Both programs recognize outstanding neighborhoods in two categories: Small neighborhoods - 200 or fewer homes and Large neighborhoods - more than 200 homes. The County also offers an award for neighborhoods located in unincorporated Leon County - areas outside the Tallahassee city limits. In addition, both programs present a Neighbor of the Year Award. This award is given to individuals who exemplify the characteristics of leadership and service in making contributions to his or her community. Annually, the City and County partner with the Council of Neighborhood Associations (CONA) to host the Neighborhood of the Year (NOTY) Awards Ceremony where these awards are presented.

This year, the City of Tallahassee and Leon County have combined their award applications to make the nomination process more convenient for neighborhoods seeking to highlight the best of their community. The criteria and guidance for the 2018 Neighborhood Recognition Awards are provided below.

## Eligibility Criteria

### I. Outstanding Neighbor of the Year Award

- A. Eligibility - Any resident who has facilitated improvement(s) in his/her neighborhood and/or any other neighborhood within the City of Tallahassee or Leon County in the past year (2017) is eligible to be nominated for the Outstanding Neighbor of the Year Award. The nomination must identify the improvement(s) facilitated by the neighbor, how it brought neighbors together, the critical neighborhood needs addressed by the improvement(s), the impact of the improvement(s), and the level of effort involved in completing the improvement(s).

### II. Outstanding Neighborhood of the Year Award

- A. Eligibility - Any City of Tallahassee or Leon County neighborhood/homeowners' association that has facilitated improvement(s) in its community and has kept its neighbors actively engaged in community building activities in the past year (2017) is eligible to be nominated for the Outstanding Neighborhood of the Year Award. The nomination must identify the improvement(s) initiated/completed by the neighborhood, how the improvement(s) brought neighbors together, the critical neighborhood needs addressed by the improvement(s), the impact of the improvement(s) and the level of effort involved in completing the improvement(s).
- B. In addition, the nomination must also identify activities that were undertaken by the neighborhood to build or enhance neighborhood cohesion and communication.

## Nomination Procedures

To nominate a neighborhood and/or a neighbor for an award under the City and/or County Neighborhood Recognition Programs, complete and submit an online application, at [www.LeonCountyFL.gov/NOTY](http://www.LeonCountyFL.gov/NOTY) or [Talgov.com](http://Talgov.com). The Neighborhood Contact and the Neighborhood Association Information sections of the application must be completed for each nomination. However, neighborhoods that are applying for both awards (Neighborhood and Neighbor of the Year) need only to complete these sections once in its Neighborhood of the Year application. Answers to the questions in Part 2 of the application are optional for this year (2018).

Completed hard copies of the applications can be hand delivered or mailed to the Division of Neighborhood Affairs, City of Tallahassee, 2295 Pasco Street, Tallahassee, Florida, 32310 or the Leon County Courthouse, 301 S. Monroe Street, Suite 502.

Applications may also be emailed to [Neighborhoods@talgov.com](mailto:Neighborhoods@talgov.com) or [CMR@LeonCountyFL.gov](mailto:CMR@LeonCountyFL.gov).

### **Nominations are due by Friday, May 18 at 5 p.m.**

To be considered for an award, please adhere to the following:

- 1) Nominations must use the application forms provided. **Typewritten applications are preferred.**
- 2) Nominations for the Neighborhood and Neighbor of the Year Awards **must include**, at a minimum, five digital photographs. These photographs should portray the neighborhood and the projects, events and activities mentioned in the nomination. The photographs should be emailed with the application.
- 3) Nominations must reflect projects, events, and/or activities conducted by the nominee within the past year, from January 2017 to December 2017.
- 4) DVDs and other visuals are not required for your nominations. If you include DVDs and/or other visuals with your application, please provide six copies of each item.

Please call the City of Tallahassee Neighborhood Affairs Division at 891-8795 or Leon County Community and Media Relations at 606-5300 if you have questions.

**City of Tallahassee and Leon County**  
**2018 Neighborhood of the Year Award Application**

**Neighborhood Contact Information**

Name of Association: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Position: \_\_\_\_\_ Phone: \_\_\_\_\_

Contact Email Address: \_\_\_\_\_

Applications may be submitted for both Neighbor and Neighborhood of the Year awards.  
The appropriate application form must be used for each award.

Please check the award(s) you are applying for:

- 2018 City of Tallahassee Outstanding Neighbor of the Year
- 2018 City of Tallahassee Small Neighborhood of the Year (200 or fewer homes)
- 2018 City of Tallahassee Large Neighborhood of the Year (more than 200 homes)
- 2018 Leon County Outstanding Neighbor of the Year
- 2018 Leon County Small Neighborhood of the Year (200 or fewer homes)
- 2018 Leon County Large Neighborhood of the Year (more than 200 homes)
- 2018 Leon County Unincorporated Neighborhood of the Year (outside of city limits)

Neighborhood Association Board Approval:

\_\_\_\_\_  
President/Designee

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

# Neighborhood Association Information

Please provide the following information about your neighborhood.

1. **What type of organization is your association?** Check the one that applies:

- Neighborhood association       Homeowners' association

2. **What is the legal/tax exempt status of your neighborhood/homeowners' association?** Check all that applies:

- State Incorporated non-profit and active       State Incorporated non-profit and inactive  
 Federally Tax Exempt       State Tax Exempt  
 Non-incorporated with bylaws       Non-incorporated without bylaws

3. **Please provide the boundaries of your neighborhood:**

4. **How many homes are within your neighborhood?** \_\_\_\_\_

5. **What is the total number of members in your association?** \_\_\_\_\_

6. **How active was your neighborhood association in 2017?** Fill in the blanks below:

- i. Number of regular neighborhood association meetings held \_\_\_\_\_
- ii. Number of Neighborhood Watch meetings held \_\_\_\_\_
- iii. Number of special neighborhood events held \_\_\_\_\_
- iv. Number of community meetings/events/training attended \_\_\_\_\_
- v. Other neighborhood activities \_\_\_\_\_

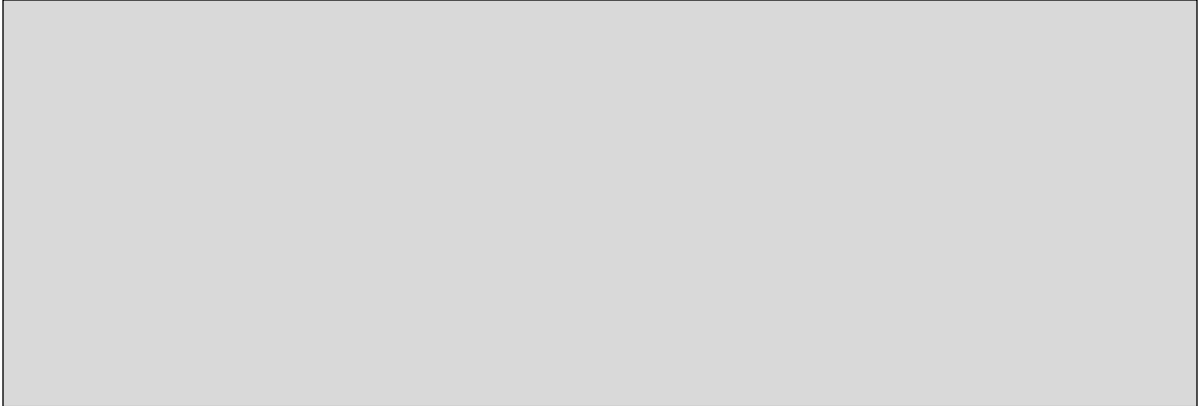
7. **List the community programs that your neighborhood participated in during 2017.**

For example, Neighborhood PREP, Neighborhood Public Safety Initiative, Build Your Bucket, Created Equal, Super-Clean Sweep, Neighborhood Watch, Adopt A Street, etc.

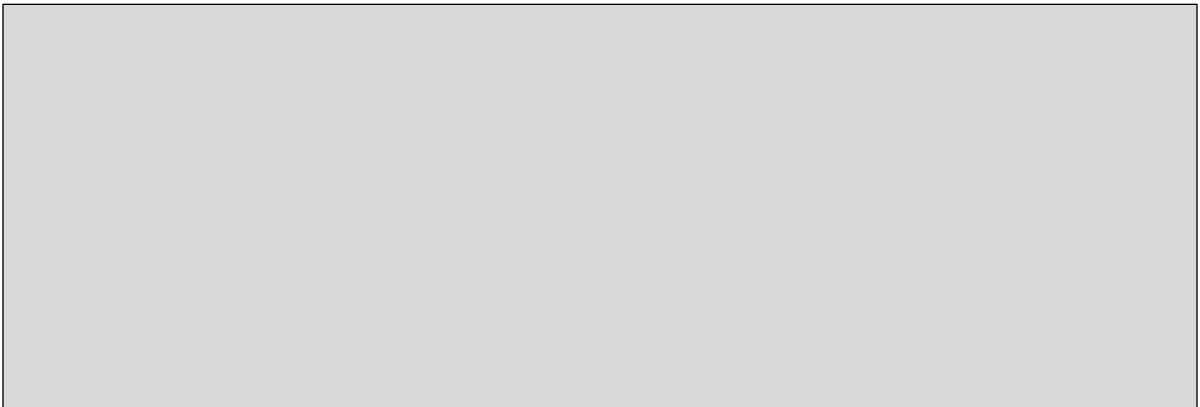
**NEIGHBORHOOD OF THE YEAR AWARD APPLICATION**

**PART 1** (REQUIRED)

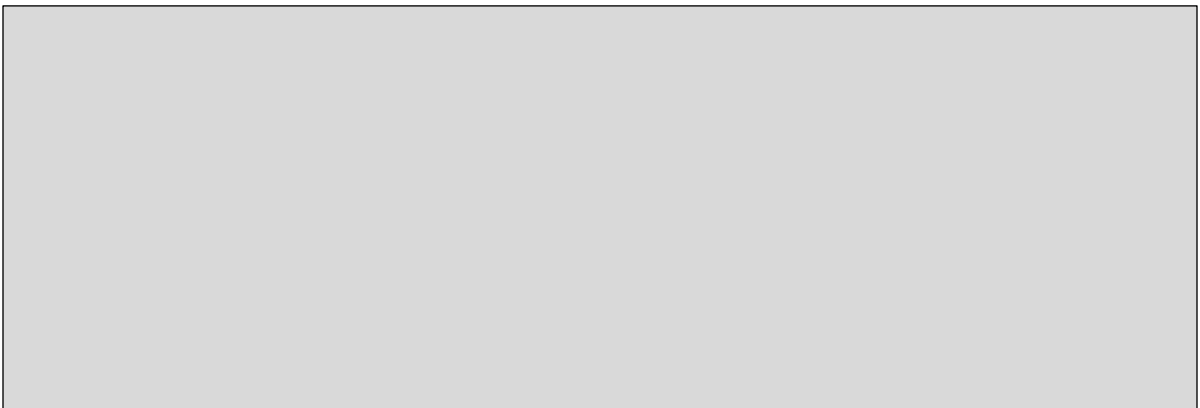
- I. Please list and describe the improvement(s)/project(s)/activity(ies) the organization has completed since January 2017. (No more than 100 words)**



- II. What critical needs were addressed by this improvement(s)/project(s)/activity(ies) and how were those needs identified? (No more than 100 words)**



- III. Describe residents' participation in the improvement(s)/project(s)/activity(ies). (No more than 100 words)**



**IV. Describe the level of effort that was involved in completing the improvement(s)/ project(s)/activity(ies) – finances, people, time, etc. (No more than 100 words)**

**V. Describe the impact of the improvement on the neighborhood and, if applicable, the broader community. (No more than 75 words)**

**PART 2** (OPTIONAL)

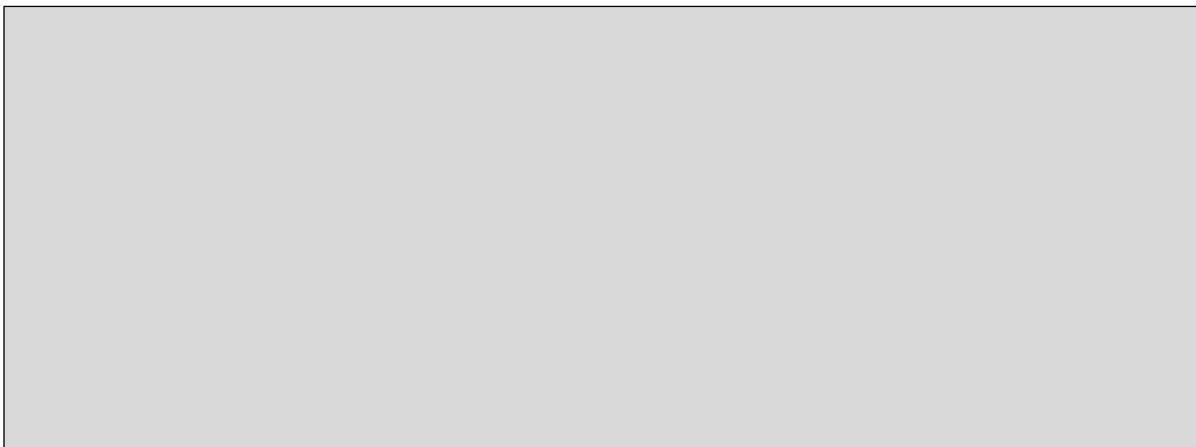
- I. Has your neighborhood conducted any sustainable or environmental practices?**  
This may include recycling efforts, litter and/or pollution control.



- II. Describe your neighborhood association's method of communication.**  
This may include newsletters, websites, flyers, etc. Feel free to include/attach an example or provide a website address.



- III. Please describe any public safety measures your neighborhood has incorporated in the past year.** This may include examples of neighborhood-wide emergency preparedness, storm preparations or the establishment of a neighborhood watch.





**NEIGHBORHOOD SUMMARY** (Required)

We would like to hear about the character of your neighborhood and what makes your neighborhood special. Please provide a description of your neighborhood in no more than 100 words.

Nominated by:

\_\_\_\_\_

Association

\_\_\_\_\_

President

\_\_\_\_\_

Date

**Photos** – Please submit your photos via email to [Neighborhoods@Talgov.com](mailto:Neighborhoods@Talgov.com) or [CMR@LeonCountyFL.gov](mailto:CMR@LeonCountyFL.gov)