**MACEDEP**

**Cover Sheet Template**

**(One page limit to include all information in bold below)**

**Person Nominating (name, email, institution):**

**Award Category:**

**Team or Individual:**

**Title of Program/Initiative:**

**Person(s) Being Nominated (name, institution, MACEDEP membership using the format below)**

|  |  |  |
| --- | --- | --- |
| **Name** | **Institution** | **MACEDEP Member (yes/no)** |
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**50 Word Abstract (for use in the awards script)**

**Instruction: Use this as a guide for your submission.**

**[SAMPLE NOMINATION]**

**Cover Sheet**

**[one page limit to include all information in bold below]**

**Person Nominating (name, email, institution):**

Rachel Welborn Rachel.welborn@msstate.edu Southern Rural Development Center

**Award Category:** MACEDEP Diversity Award

**Team or Individual:** Team

**Title of Program/Initiative:**

Coming Together for Racial Understanding: MACEDEP Diversity Award Nomination

**Person(s) Being Nominated (name, institution, MACEDEP membership using the format below)**

|  |  |  |
| --- | --- | --- |
| **Name** | **Institution** | **MACEDEP Member** |
| Carolyne Abdullah | Everyday Democracy | No |
| Mary Emery | South Dakota State University | Yes |
| David Kay | Cornell University | Yes |
| Dionardo Pizana | Michigan State University | No |
| Cade Smith | University of Mississippi | No |
| Rachel Welborn | Southern Rural Development Center | Yes |
| Gwen Whiting | Everyday Democracy | No |

**50 Word Abstract (for use in the awards script)**

Twenty state teams attended the first Coming Together for Racial Understanding workshop, designed to build Extension capacity to facilitate community dialogues around race. Through in-state trainings, these initial participants are advancing the national team from 60 to 300 rapidly. These teams will then engage communities in meaningful dialogues around race.

**Coming Together for Racial Understanding: MACEDEP Diversity Award Nomination**

**Background:** In late 2016, the Extension Committee on Operations and Policy (ECOP) charged a small team of Cooperative Extension Service (CES) and non-Land grant University professionals (referred to as a Rapid Response Team) to examine the current capacity of CES to respond to the need for dialogue to promote racial understanding and healing, and to provide recommendations to build CES capacity in this area. Following the April 2017 report to ECOP, the Rapid Response Team explored training options for civil dialogue on race relations to meet the need to expand capacity.

**Purpose:** On August 27-31, 2018, teams of three from 20 states participated in the first cohort group of Coming Together for Racial Understanding. The purpose of the training is to build capacity within Cooperative Extension Service (CES) to help communities engage in civil dialogues around racial issues, and then to expand capacity to communities they serve. The week-long training was designed to prepare participants to build capacity within their home states’ CES, working across the borders of the Land-Grant Universities (LGU) within a given state (where there are multiple LGUs within a state) as a first step, thus doing our own work. Following this step, the larger CES team is charged with advancing dialogue efforts in communities within their respective states using one of the two dialogue processes embedded with the initiative.

**Efforts to Foster Diversity:** The initiative’s organizing team was intentional in the design of participating teams. Each participating state was asked to identify a team that reflected racial/ethnic diversity. Additionally, states that had more than one LGU were asked to put together teams with representatives from each of the LGUs n the state. Eleven states sent teams with dual LGU representation. At the training, there was a near 1:1 match between people that identified as white and people of color.

**Significant Change:** While this pilot effort will be continuing over the remainder of 2019, the post-workshop evaluation responses indicate that participants saw significant growth, empowering them to serve as catalysts within their respective states. In the post-evaluation, participants indicated growth in each of the 17 competency areas targeted in the training:

* How dialogue can positively impact complex issues
* Communicating effectively w/ someone from a dif/ race/ethnicity
* My comfort with conversations across racial differences
* How target/non-target identities influence perspectives/realities
* Identifying relevant assets and potential barriers to pilot efforts
* My commitment to work on civil dialogue for racial understanding
* How civil dialogue efforts fit within the Extension Service mission
* My comfort in training my state’s CES om race relations dialogue
* Organizing a community dialogue
* Attitudes and beliefs held by people from different backgrounds
* Identifying the role most appropriate for me in a dialogue
* Facilitating a dialogue on race relations
* Four levels of oppression and change
* Working with my Coming Together state team members
* How to engage racially diverse audiences in important dialogues
* Principles/process of Facing Racism in a Diverse Nation approach
* Principles/process of Community Dialogues for Racial Healing

Most frequently noted strengths of the training were: (1) Two days of doing their own work on racial equity principles before beginning on training materials for others; (2) Connections made among the cohort group across state lines and across race/ethnicity; (3) Experiencing a safe place for intentional, difficult conversations; and (4) Having two dialogue approaches to implement which allows flexibility for meeting community needs. A few key quotes reflective of responses are: (1) “This was such a personally and professionally enriching training. I’m leaving feeling like I’ve been enlightened and empowered to know the next steps to start to address tough issues of race and racism.” (2) “Bringing people across state lines felt incredibly activating, to see people grappling with similar issues and with similar passions.” (3) “Great job to all organizers and participants. This gathering really opened my eyes to the need for this work, and the many opportunities to ring it home.” (4) “I think this training was absolutely amazing and very, very eye-opening. The feeling I have walking away is that this can be done. I think that is the purest and most necessary thing for someone to have, with such deep content.” (5) “I have a new purpose in life.”

**Methods to Continue to Promote Retention of Diversity**

Since the training, cohort teams continue to engage in monthly web-based meetings to discuss efforts to expand the numbers engaged in this effort. The pilot teams were specifically charged with hosting at least one multi-session dialogue process with colleagues within the LGU system in order to expand capacity to serve communities. Where multiple LGUs exist in a state, these trainings will be jointly conducted to promote growth in diversity within the initiative. Then each state team is charged with hosting at least one multi-session dialogue process in a community they serve. To date, each pilot team is actively working to prepare for their LGU dialogue sessions, most of which are scheduled for spring 2019. In addition, a second workshop is being planned for fall 2019 due to the high demand for the initiative. Plans are to position the event geographically so it is more easily accessible to the Western states. (The first event was in DC.) Additionally, John Phillips (FALCON) will be joining the planning team to assist in engaging 1994 institutions. So far 11 other states have indicated interest in the next event.

Already, the Coming Together team has grown from 30 (Rapid Response Team and initial planning team) to almost 100. Through the state-level training that will be happening over the coming months, we anticipate this number to exceed 300 in a short time. Once these training teams expand efforts in communities, these numbers will grow exponentially. The ripple-effect of these investments will continue to enhance the capacity of communities to sit down together to work through differences round race issues by engaging in meaningful, respectful dialogue leading to lasting positive change.

**Requirements for All Award Nominations**

**Nominations submitted that do not comply with these guidelines or other guidelines outlined in this document will not be eligible for review.**

**The nomination packets must:**

* Have a completed Cover Sheet
* Contain a Narrative
* Be combined and uploaded as a single PDF. (You will only be able to upload one document.)
* Comply with page limits specified for each award

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 **Note Changes made to the Distinguished Career Award:**

* 3 page vita was added as a support document. Include as part of single PDF.

2020 MACEDEP Awards

**Overview:** The MACEDEP Officers are working to make the awards process clearer and to ease the workload on volunteer judges. To aid in this, general submission instructions have been streamlined across awards. Please read the “Application Procedures” section below, as well as any information specific to the award you are seeking.

Application Procedures

**Who can nominate?**

All awards can be either self-nominated or nominated by someone else except the two noted below. These awards (the two exceptions) must be nominated by a group of 3 Extension professionals (1 nominator and 2 references). Two of the three Extension professionals must be current MACEDEP members. For MACEDEP Distinguished Career, each Land Grant University (LGU) can only submit one nomination per year. If duplicates are received, the awards committee will notify the nominators and they will be responsible for selecting their university’s nominee.

Exceptions (self-nominations not accepted):

* MACEDEP Distinguished Career
* MACEDEP Distinguished Service

**Who is eligible to be nominated?**

Eligible individual recipients must be current members of MACEDEP at the time of the nomination, and at least two-fifths of team applicants must be MACEDEP members. Members may prepare one application for each category (Individual and Team) annually. Applications may focus upon community, regional, state or national programming. Efforts nominated must have occurred te calendar year prior to when the awards will be given. Please see additional eligibility details for awards listed below.

* MACEDEP Distinguished Career
* MACEDEP Distinguished Service

Note: projects or programs can only be submitted on one award category

**How do I prepare the nomination packet?**

The nomination packets must:

* Have a completed one-page (maximum length) Cover Sheet (see Cover Sheet Template) that includes:
	+ The person submitting the nomination (you) with name, email, institution listed.
	+ Award Category
	+ Team or individual award noted
	+ Person/persons being nominated along with university/organization affiliations. For team awards, please also note which team members are MACEDEP members. Also, please list team members in the order they should be noted on the awards materials (such as alphabetical order, based on contribution, etc. – You decide.)
	+ 50 word abstract to be used in the awards proceedings, if selected.

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* Contain a Narrative that is no more than two pages in length that follows the Narrative Outline unique to each award (listed with each award description.)
* Be converted to a single PDF prior to uploading. (You will only be able to upload one document.)
* Comply with the page limits specified for each award. Pages must be single spaced, have 1” margins on all borders and fonts must be at least 12 points.

**When are nominations due?** By 11:59 PM Central Time, September 1, 2020.

**Where do I submit the nomination packet?** Application materials are submitted to awards chair XXX @email.

**How are award winners determined?**

All awards applications will be submitted to the central judging committee for review and evaluation. That committee will score all the submissions. The two highest scoring applications shall be the state winner and runner-up, so long as they meet the minimum meritorious standards (a score of 75 points). Any applications not among the top two which meet a superior meritorious standard (a score of 90 points) shall be named national honorable mentions. Do we want to do this?

**When are awards presented?**

Each national award recipient will receive a plaque at the MU Extension Summit MACEDEP meeting. The national runners-up, any honorable mentions, (and the regional awards winners, only if answer is yes to above) will receive certificates.

Nominations submitted that do not comply with these guidelines or other guidelines outlined in this document will not be eligible for review.

**Where do I learn more about information specific to each award? (**See following information)

 2

**MACEDEP Excellence in Community Development Work Awards:**

**Individual or Team**

**Objectives:**

To recognize a MACEDEP member or group of members for outstanding programs in any aspect of community development work or for program accomplishments relative to scholarly and creative activities teaching and/or research effectiveness, and to show evidence or collaboration with others who help meet community development needs.

**Criteria for Evaluation:**

|  |  |
| --- | --- |
| Documentation of Community Need or Opportunity | 10 points |
| Objectives | 10 points |
| Overview (including Resource Acquisition) | 10 points |
| Evaluation Process | 10 points |
| Impact of Program | 25 points |
| Renewability or Sustainability | 15 points |
| Collaboration | 10 points |
| Program demonstrated uniqueness and innovation to warrant recognition | 10 points |

**Application Requirements:**

* Follow **Application Procedures** noted on pages 1-2
* Combine all documents into a single PDF to include (three pages total):
	+ Cover Sheet (one page limit) – See **Cover Sheet Template**
	+ Narrative Outline (two page limit):
		- How the program meets the needs of the community
		- Objectives of the program.
		- Overview including resource acquisition.
		- How the program was evaluated.
		- Results or impact of program.
		- Evidence of renewability or sustainability of the program.
		- Evidence of collaboration in planning/conducting the program.

 3

**MACEDEP Cross-Program Awards:**

**Individual or Team**

**Objective:**

To recognize a MACEDEP member or group of members for excellence in Extension work that combines or integrates community Resources and Economic Development (CRED) activities with work in other program areas.

**Criteria for Evaluation:**

|  |  |
| --- | --- |
| Need for the cross-program approach and how the team was assembled to address the need for cross-functional design and diverse perspectives. | 20 points |
| How the team worked within the community to demonstrate integrated leadership and shared responsibility, and to manage delegated tasks while keeping connected across silos | 20 points |
| A significant change occurred as a result of programmatic effort – how the community as well as Cooperative Extension Service (CES) benefitted. | 20 points |
| Creative collaborative methods were used to accomplish programs goals and objectives | 20 points |
| Program demonstrated uniqueness and innovation to warrant recognition | 20 points |

**Application Requirements:**

* Follow **Application Procedures** noted on pages 1-2
* Combine all documents into a single PDF to include (three pages total):
	+ Cover Sheet (one page limit) – See **Cover Sheet Template**
	+ Narrative Outline (two page limit):
		- Need for cross-program approach and how team was assembled
		- How the team worked within the community, shared responsibilities, delegated tasks, kept connected across silos
		- How the community and CES benefitted from the effort
		- Evidence of creative collaborative methods

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**MACEDEP Educational Materials Awards:**

**Individual or Team**

**Objective:**

To recognize a MACEDEP member or group of members who have developed outstanding materials that educate through credible, accurate, concise information.

**Types of Eligible Materials:** Materials may be one piece or multiple components packaged as one unit, and must apply to a single subject. Materials eligible for consideration may include traditional media presentations (newspaper, periodical, radio or video program) social media (Facebook, YouTube, Twitter, etc.), blogs and websites, and PowerPoint slide sets. The piece(s) submitted for consideration should be included as a link to a website with the piece(s). Curriculum pieces will be accepted. Promotional pieces are not eligible.

**Criteria for Evaluation:**

|  |  |
| --- | --- |
| Accurate, credible information and research based as applies. | 20 points |
| Well written, using correct grammar, uncomplicated sentences and short paragraphs. Appearance is neat, clear and clean-cut; | 15 points |
| User-friendly, designed to make user understand/become aware/informed/educated and has clear outcomes/impacts. | 15 points |
| Concise, yet includes all essential information. | 15 points |
| Subject matter is practical and educational. | 15 points |
| Program demonstrated uniqueness and innovation to warrant recognition | 20 points |

**Application Requirements:**

* Follow **Application Procedures** noted on pages 1-2.
* Combine all documents into a single PDF to include (three pages total):
	+ Cover Sheet (one page limit) – See **Cover Sheet Template**
	+ Narrative Outline (two page limit):
		- Target audience
		- Purpose
		- Objectives
		- Impact/reach
		- Link to materials if outline

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**MACEDEP Educational Technology Awards:**

**Individual or Team**

**Objectives:**

To recognize a MACEDEP member or group of members for the use of technology in delivering or managing educational programs, in expanding the use of technology in community development work, and/or the use of educational technology to promote logical, problem-solving techniques.

**Criteria for Evaluation:**

|  |  |
| --- | --- |
| Clear and concise objectives | 30 points |
| Appropriate application of technology to an educational/promotional program. | 30 points |
| Impact to intended audience according to its stated objectives. | 30 points |
| Program demonstrated uniqueness and innovation to warrant recognition | 10 points |

**Application Requirements:**

* Follow **Application Procedures** noted on pages 1-2.
* Combine all documents into a single PDF to include (three pages total):
	+ Cover Sheet (one page limit) – See **Cover Sheet Template**
	+ Narrative Outline (two page limit):
		- Objectives of the initiative
		- Appropriate application of technology to meet the objectives (Why was this the right technology application for the purpose?)
		- Impact to intend audience. Include target audience, evaluation methods and impact data.

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**MACEDEP innovation and Creativity Awards:**

**Individual and Team**

**Objective:**

To recognize a MACEDEP member or group of members who have developed an outstanding effort or program that integrates innovation and creativity in Community Development program design or implementation that shows demonstrated effectiveness.

For the purpose of these awards, innovation is understood as a method or practice that creatively addresses a community or implementation issue in a novel manner that demonstrates improvement in program results.

**Criteria for Evaluation:**

|  |  |
| --- | --- |
| Documentation of community need or opportunity requiring new or different solutions | 25 points |
| Program goals and objectives demonstrated innovation or creativity | 30 points |
| Evaluation Process | 10 points |
| Impact of Program | 25 points |
| Program demonstrated uniqueness and innovation to warrant recognition | 10 points |

**Application Requirements:**

* Follow **Application Procedures** noted on pages 1-2
* Combine all documents into a single PDF to include (three pages total):
	+ Cover sheet (one page limit) – See **Cover Sheet Template**
	+ Narrative Outline (two page limit):
		- Need or opportunity for a new solution
		- Goals and objectives that demonstrate innovation or creativity
		- Evaluation
		- Impact

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**MACEDEP Diversity Awards:**

**Individual and Team**

**Objective:**

To recognize a MACEDEP member or group of members who have developed an outstanding effort or program that ensures meaningful diversity and inclusiveness.

For the purpose of these awards, diversity is defined as acknowledging, understanding, appreciating, valuing and celebrating differences among people relative to race, color, creed, religion, national origin, sex, age, marital status, disability, public assistance status, veteran status, sexual orientation, etc. (List is not all-inclusive and is not limited to those that are mentioned.)

**Criteria for Evaluation:**

|  |  |
| --- | --- |
| Purpose reflects and recognizes outstanding efforts and accomplishments in achieving and sustaining diversity in community development Extension programs and/or audiences | 20 points |
| Applicant’s efforts foster an environment of diversity and inclusiveness | 20 points |
| A significant change occurred as a result of programmatic effort | 20 points |
| Methods were used to promote retention of diverse audiences | 20 points |
| Program demonstrated uniqueness and innovation to warrant recognition | 20 points |

**Application Requirements:**

* Follow **Application Procedures** noted on pages 1-2.
* Combine all documents into a single PDF to include (three pages total):
	+ Cover sheet (one page limit) – See **Cover Sheet Template**
	+ Narrative Outline (two page limit):
		- Purpose reflects outstanding efforts to achieve and sustain diversity
		- Efforts fostered diversity and inclusion
		- A significant change occurred because of the program
		- Methods promoted retention of diverse audiences

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**MACEDEP Excellence in Teamwork Award:**

**Team Only**

**Objective:**

To recognize outstanding Extension programming or projects conducted by a team that involves a MACEDEP member or group of members that demonstrates effective performance and significant results (impact) at the community, region, state, or multi-state level.

**Criteria for Evaluation:**

|  |  |
| --- | --- |
| Need for the program | 20 points |
| Evidence of Team Collaboration | 20 points |
| Sustainability or replication opportunities for future application | 20 points |
| Successful outcomes/results/impacts related to the goals/objectives | 30 points |
| Program demonstrated uniqueness and innovation to warrant recognition | 10 points |

**Application Requirements:**

* Follow **Application Procedures** noted on pages 1-2.
* Combine all documents into a single PDF to include (three pages total):
	+ Cover Sheet (one page limit) – See **Cover Sheet Template**
	+ Narrative Outline (two page limit):
		- Need for the program. What is unique about this program?
		- Evidence of collaboration. Explain the role of the team members.
		- Sustainability or replication of the program.
		- Describe outcomes/results/impacts.

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**MACEDEP Distinguished State Service Award**

**Self-nominations will not be accepted**

**Objective:**

To recognize MACEDEF member who is actively involved in service to MACEDEP/NACDEP and contributed significantly to the organization for at least three (3) years as of January 1 of the year in which the award will be given.

**Additional Eligibility**:

Any MACEDEP Member who is a member in good standing (including at least the immediate past year, as well as the current year) may be nominated. The individual has served at least three years as of January 1 of the year in which awards will be given. Members nominated must be actively engaged in service to the MACEDEP/NACDEP organization as of the date the selections are made. This can include serving as an officer, serving on a committee, or any other volunteer contributions to the organization. The Distinguished State Service Award may be received only once.

**Criteria for Evaluation:**

|  |  |
| --- | --- |
| Actively involved in service to the MACEDEP/NACDEP organization | 25 points |
| Special contributions to the organization | 30 points |
| Years of continuous service in the leadership or development of MACEDEP/NACDEP | 25 points |
| Professional attitude and leadership ability | 20 points |

**Application Requirements:**

* Follow **Application Procedures** noted on pages 1-2, except as noted below
* Combine all documents into a single PDF to include (five pages total):
	+ Cover Sheet (one page limit) – See **Cover Sheet Template**
	+ Narrative Outline (two page limit):
		1. Name, address, university, email, and phone number of nominee
		2. Active involvement in MACEDEP/NACDEP
		3. Special contribution to MACEDEP/NACDEP
		4. Years of continuous service in leadership or development of MACEDEP/NACDEP
		5. Professional attitude and leadership ability
	+ Two (2) letters of support, one page each, one of which may be an administrator or supervisor.

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**MACEDEP Distinguished Career Award**

**Self-nominations will not be accepted**

**Objective:**

To recognize MACEDEP members who are actively engaged in Extension community development programs and who have served more than seven years (7) as of January 1 of the year in which the awards will be presented in Extension community development programming.

**Eligibility:**

Eligible recipients include members in good standing in the immediate past year as well as the current year. Nominees must have served more than seven years as of January 1 of the year in which awards will be given in Extension community development programs. Members recommended must be actively engaged in Extension community development programs as of the date the selections are made. NIFA or Regional Rural Development Centers may recommend one Distinguished Career Award recipient. The Distinguished Career Award may be received only once. Each LGU can only submit one nomination per year. If duplicates are received, the awards committee will notify the nominators and they will be responsible for selecting their university’s nominee.

**Criteria for Evaluation:**

|  |  |
| --- | --- |
| Professional Attitude, work with a professional association, Extension Committee work and responsibilities within LGU system. | 20 points |
| Professional improvement, including advanced formal education and supplemental training in Extension focus area, including attendance at MACDEP/NACDEP Annual Conference | 15 points |
| Professional accomplishments, size and depth of programs created and implemented, demonstrated program improvements and program innovation | 50 points |
| Scholarly achievement in community development supports or augments personal interests, passions and activities in one’s own community. | 10 points |
| Honors and awards received related to Extension and/or community development | 5 points |

**Application Requirements:**

* Follow **Application Procedures** noted on pages 1-2.
* Combine all documents into a single PDF to include (eight pages total):
	+ Cover Sheet (one page limit) – See **Cover Sheet Template**
	+ Narrative Outline (two page limit):
		- Name, address, university, email, and phone number of nominee
		- Professional attitude; work with professional associations, CES committees, and in the LGU
		- Professional improvement (formal education, supplemental training, MACDEP/NACDEP attendance
		- Professional accomplishments (size and depth of programs created/ implemented, demonstrated program improvements and/or innovations)
		- Personal interests in community development
		- Honors and awards received because of community development efforts
	+ Two (2) letters of support, one each page, one of which may be an administrator or supervisor.
	+ Curriculum Vita (three page limit)

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