



**CITY OF  
TALLAHASSEE**

Neighborhood Awards Program

2022

Neighborhood of the Year  
Neighbor of the Year  
Best Neighborhood Program



## City of Tallahassee 2022 Neighborhood Award Program

The City of Tallahassee is made up of vibrant neighborhoods. Our neighborhoods and their residents are the foundation of who we are as a community. The City is committed to strengthening its neighborhoods and to provide 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 and other community partners to accomplish these projects.

The City of Tallahassee Neighborhood Award Program seeks to highlight and recognize the outstanding work being done by neighborhood leaders and residents to express the City's appreciation for residents' involvement in their communities. For several years now, the City has hosted the annual Neighborhood of the Year (NOTY) Award Ceremony. During this event, the City recognizes the small (under 200 homes) and the large neighborhoods (200+ homes) of the year. In addition, the Neighbor of the Year and Best Neighborhood Programs are also recognized during this event.

Recipients of Neighborhood of the Year will receive an award sign to display in their respective neighborhoods. If a neighborhood has previously won Neighborhood of the Year, and wins again, they will receive a sign blade, to be affixed to their existing sign. For the 2022 program year, a cash prize in the amount of \$500 will be awarded to the winners of Neighborhood of the Year to fund a neighborhood program/project. Recipients of the Best Neighborhood Program and Neighbor of the Year awards will receive an awards plaque.

**I. Outstanding Neighbor of the Year Award:** Given to a resident or neighborhood leader who exemplifies the characteristics of leadership and service in making contributions to his or her community. For 2022, the Neighbor of the Year award has been expanded to include two categories:

- a. **Neighborhood Advocacy Award:** Established to recognize a neighborhood leader or resident who has advocated for programs, policies, projects and initiatives that positively affect Tallahassee's neighborhoods, whether for a single neighborhood or the entire community.
- b. **Neighborliness Award:** Established to recognize a neighborhood leader or resident who embodies a spirit of neighborliness, helping with efforts within or beyond their neighborhood that promotes community, taking care of others, and providing neighborhood/community services.

### A. Eligibility

Any resident who has facilitated improvement(s) in his/her neighborhood and/or any other neighborhood within the City of Tallahassee in the past year (January- December 2021) is eligible to be nominated for the Neighbor of the Year Award. Eligibility is based on the following criteria:

- i. Nominations for the **Neighbor of the Year – Neighborhood Advocacy Award** must clearly identify the advocacy work undertaken by the nominee. Such work can be related to any field/subject matter (policy, physical programs, and/or social programs) and should have positively impacted at least one neighborhood. Advocacy that resulted in broadscale changes

and/or improvements that impacted several neighborhoods or an entire community is preferred. In addition, the nomination must identify how the nominee's work brought neighbors together, the critical need(s) addressed by the nominee's work, how the advocacy work impacted a neighborhood and/or the city, and the level of effort involved in the nominee's work.

- ii. Nominations for the **Neighbor of the Year – Neighborliness Award** must clearly identify how the nominee has embodied a "spirit of neighborliness". Such work can be related to any effort made by the nominee that has positively impacted at least one resident or one neighborhood (i.e., taking care of others, assisting with efforts within or beyond their neighborhood to promote community, providing various neighborhood/community services). Neighborliness that has resulted in broadscale changes and/or improvements that impacted several neighborhoods, or an entire community is preferred. In addition, the nomination must identify how the nominee's neighborliness brought residents/neighbors together, the critical need(s) addressed by the nominee's efforts, how the nominee's neighborliness impacted a neighborhood and/or the city, and the level of effort involved in the nominee's work.

**II. Outstanding Neighborhood of the Year Award:** This award recognizes a neighborhood or homeowners' association that has facilitated improvement(s) in its community, kept neighbors actively engaged in community building activities, and/or lead projects to build or enhance neighborhood cohesion and communication. The focus of this award is the totality of all the efforts that a neighborhood has undertaken to build community and promote neighborhood stability.

Awards for Outstanding Neighborhood of the Year will be given in two categories:

- i. Small Neighborhood of the Year: Awarded to neighborhoods with 200 homes or less.
- ii. Large Neighborhood of the Year: Awarded to neighborhoods with 200+ homes.

#### A. Eligibility

All City of Tallahassee neighborhood/homeowners' associations are eligible to apply for the Neighborhood of the Year Award. To be considered, a neighborhood/homeowners' association must have facilitated improvement(s) in its community, kept neighbors actively engaged in community building activities, and/or was involved in the civic life of the City in the past year (January-December 2021). 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).

In addition, the nomination must also identify activities that were undertaken by the neighborhood to build or enhance neighborhood cohesion and communication.

**III. Best Neighborhood Program Award:** This award recognizes neighborhood and homeowners' associations that have facilitated projects which improved the social aspects of a neighborhood, such as safety projects (i.e., Neighborhood PREP), block parties, neighborhood events, or other activities that foster teamwork and connectivity; and the physical aspects of a neighborhood, including recreational amenities, lighting, landscaping, signage, etc.

For 2022, a new award has been added to the Best Neighborhood Program award category. To highlight excellence and creativity in neighborhood-oriented publications and/or other neighborhood communication outreach activities, **The Best Neighborhood Communications** award will recognize

neighborhood groups who are diligent in notifying residents, and/or promoting their organization and communication with members through printed newsletters, brochures, flyers, new resident guides, etc. and via social media communications such as Facebook, Twitter, YouTube, SnapChat, NextDoor, and other outlets.

Best Neighborhood Program Awards will be given in three categories:

- i. Best Physical Neighborhood Improvement
- ii. Best Social Neighborhood Improvement
- iii. Best Neighborhood Communication

#### A. Eligibility

Any City of Tallahassee neighborhood/homeowners' association that has facilitated projects focusing on the **social or cultural aspects** of a neighborhood (safety, youth and/or senior programs, activities that make neighbors feel connected and foster teamwork, etc.); and/or has implemented projects that focus on the **physical aspects** of a neighborhood (parks, lighting, litter control, traffic management and housing improvements, etc.); and/ or has **led communication** efforts to inform, educate, increase meeting attendance, special events, etc., and/or aid in spreading neighborhood/community awareness in the past year (January-December 2021), can submit a nomination for the Best Neighborhood Program award.

The nomination must identify the improvement(s) and/or communication effort(s) initiated/completed by the neighborhood, how the improvement(s) and/or communication effort(s) brought neighbors together, the critical neighborhood needs addressed by the improvement(s) and/or communication effort(s), the impact of the improvement(s) and/or communication effort(s), and the level of effort involved in completing the improvement(s) and/or communication effort(s), including funding and partnerships.

#### **Nomination Procedures**

To nominate a neighborhood, neighbor and/or a neighborhood project for an award under the City Awards Program, complete and submit an online application at [Talgov.com](http://Talgov.com). The **Neighborhood Contact and the Neighborhood Association Information sections** of the application **must be completed** for nominations **for all awards** (Neighborhood of the Year, Neighbor of the Year and Best Neighborhood Program). **After that, only complete the application forms for the award categories in which you wish to compete.** Neighborhoods can submit applications for multiple awards. The appropriate application form must be used for each award.

Completed hard copy applications can be hand delivered to staff at Smith-Williams Center, City of Tallahassee, 2295 Pasco Street, Tallahassee, Florida, 32310, to be placed in the drop box.

Applications may also be emailed to [Neighborhoods@Talgov.com](mailto:Neighborhoods@Talgov.com).

**Nominations are due by Friday, June 3, at 5 p.m.**

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

- 1) Nominations must reflect projects, events, and/or activities conducted by the nominee between January – December 2021.
- 2) Nominations for all awards **must include**, at a minimum, five digital photographs. These photographs should depict the neighborhood and the projects, events and activities mentioned in the nomination. The photographs can be emailed to [neighborhoods@talgov.com](mailto:neighborhoods@talgov.com).
- 3) Nominations must use the application provided. **Typewritten applications are preferred.**
- 4) Nominations for the Neighborhood Communications award must include content that is informational, relevant and useful for residents. Appearance, including branding and layout must be professional, and reflective of the community.
- 5) 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 Neighborhood Affairs Division at 891-8795, if you have questions.



## **2022 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 each award. The appropriate application form must be used for each award.

### **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 2021? 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 2021.

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

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

- ☐ [2022 City of Tallahassee Outstanding Neighbor of the Year](#)
  - ☐ [Neighborhood Advocacy](#)
  - ☐ [Neighborhoodliness](#)
- ☐ [2022 City of Tallahassee Small Neighborhood of the Year \(200 or fewer homes\)](#)
- ☐ [2022 City of Tallahassee Large Neighborhood of the Year \(more than 200 homes\)](#)
- ☐ [2022 City of Tallahassee Best Neighborhood Program Award](#)
  - ☐ [Best Physical Neighborhood Improvement](#)
  - ☐ [Best Social Neighborhood Improvement](#)
  - ☐ [Best Neighborhood Communication](#)

Neighborhood Association Board Approval:

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



**NEIGHBORHOOD OF THE YEAR AWARD APPLICATION  
PART I**

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

- I. Please list and describe the improvement(s) / project(s) / activity(ies) the organization has completed since January – December 2021. (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 II**

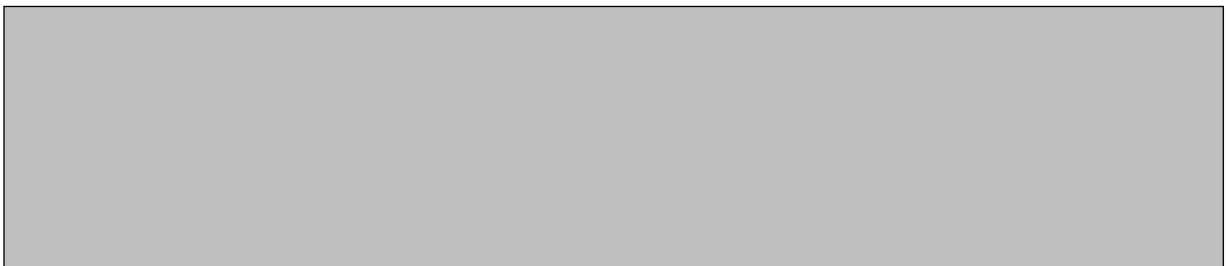
- I. Has your neighborhood conducted any sustainable or environmental practices during the past year (January – December 2021)?**

This may include recycling efforts, litter and/or pollution control.

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

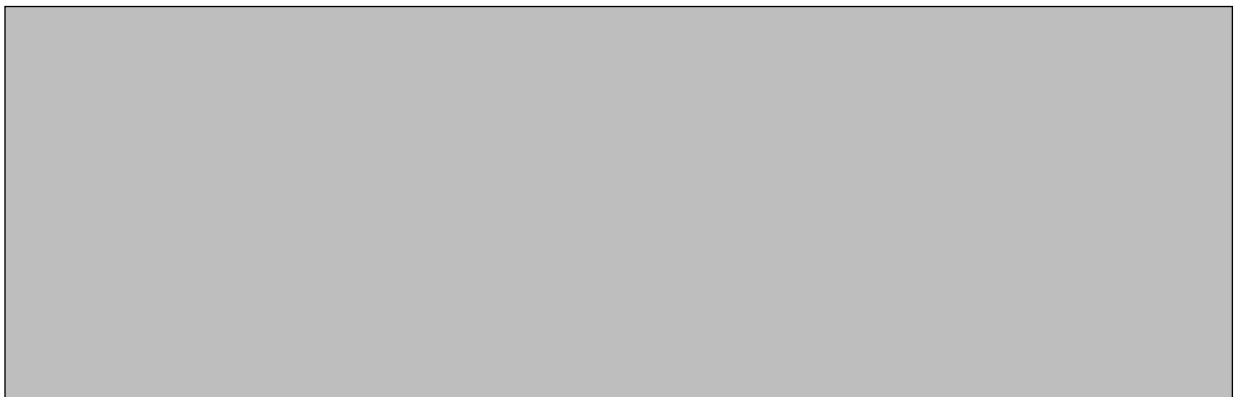


- III. **Please describe any public safety measures your neighborhood has incorporated in the past year.** This may include examples of neighborhood-wide emergency preparedness, storm preparations or the establishment of a neighborhood watch.



**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)



## **2022 Outstanding Neighbor of the Year Award Application**

Name of Nominee: \_\_\_\_\_ Home or Cell Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_ Nominee's Neighborhood: \_\_\_\_\_

**I. Please select below, the award category that best describes this neighbor.**

Check the applicable one:

☐ **Neighborhood Advocacy**      ☐ **Neighborliness**

**II. List and describe the neighborhood improvement(s) / project(s) / activity(ies) / community service(s) this neighbor facilitated in 2021. (No more than 75 words)**

Check the applicable one:

☐ **Physical Project**      ☐ **Social Project**      ☐ **Neighborhood/Community Service**

**III. What critical needs were addressed by the improvement(s) / project(s) / activity(ies) / community service(s), and how were those needs identified? (No more than 50 words)**

- IV. Describe the level of effort that was involved in completing the improvement(s) / project(s) / activity(ies) / community service(s).** For example, the finances needed, people involved, time, etc. (No more than 75 words)

- V. Describe the impact of the improvement(s) / project(s) / activity(ies) / community service(s) to the neighborhood and, if applicable, the broader community.** (No more than 75 words)

Nominated by:

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Association

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President

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Date



## 2022 Best Neighborhood Program Award Application

### Physical Neighborhood Improvement

Name of Project: \_\_\_\_\_

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

- I. List and describe the neighborhood improvement(s) / project(s) / activity(ies) this organization facilitated in 2021. (No more than 75 words)**

- II. What critical needs were addressed by the improvement(s) / project(s) / activity(ies) and how were those needs identified? (No more than 50 words)**

**III. Describe the level of effort that was involved in completing the improvement(s) / project(s) / activity(ies).** For example, the finances needed, people involved, time, etc. (No more than 75 words)

**IV. Describe the impact of the improvement(s) / project(s) / activity(ies) on the neighborhood and, if applicable, the broader community.** (No more than 75 words)

Nominated by:

\_\_\_\_\_  
Association

\_\_\_\_\_  
President

\_\_\_\_\_  
Date



## 2022 Best Neighborhood Program Award Application

### Best Social Neighborhood Improvement

Name of Project: \_\_\_\_\_

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

- I. **List and describe the neighborhood improvement(s) / project(s) / activity(ies) / communication effort(s) this organization facilitated in 2021. (No more than 75 words)**

- II. **What critical needs were addressed by the improvement(s) / project(s) / activity(ies) / communication effort(s) and how were those needs identified? (No more than 50 words)**

- III. Describe the level of effort that was involved in completing the improvement(s) / project(s) / activity(ies) / communication effort(s).** For example, the finances needed, people involved, time, etc. (No more than 75 words)

- IV. Describe the impact of the improvement(s) / project(s) / activity(ies) / communication effort(s) on the neighborhood and, if applicable, the broader community.** (No more than 75 words)

Nominated by:

\_\_\_\_\_  
Association

\_\_\_\_\_  
President

\_\_\_\_\_  
Date





## 2022 Best Neighborhood Program Award Application

### Best Neighborhood Communication

Name of Project: \_\_\_\_\_

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

- I. **List and describe the neighborhood project(s) / activity(ies) / communication effort(s) this organization facilitated in 2021. (No more than 75 words)**

- II. **What critical needs were addressed by the project(s) / activity(ies) / communication effort(s) and how were those needs identified? (No more than 50 words)**

- III. **Describe the level of effort that was involved in completing the project(s) / activity(ies) / communication effort(s).** For example, the finances needed, people involved, time, etc. (No more than 75 words)

- IV. **Describe the impact of the project(s) / activity(ies) / communication effort(s) on the neighborhood and, if applicable, the broader community.** (No more than 75 words)

Nominated by:

\_\_\_\_\_  
Association

\_\_\_\_\_  
President

\_\_\_\_\_  
Date

**SUBMIT FORM**