



Call for Nominations

Award for the Advancement of Diverse Communities

An Award of the City Managers' Department

Applications Due:
Wednesday, December 8, 2021

CALL FOR NOMINATIONS

Award for the Advancement of Diverse Communities Applications Due Wednesday, December 8, 2021

The City Managers' Department of the League of California Cities has established a Committee on Diverse Communities to provide California communities with the necessary resources and tools to help increase acceptance of the diversity of California's communities, helping them become more open, accessible, inclusive, and equitable. The Committee's focus is on diversity, equity and inclusion within California, both inside and outside city organizations.

This award was established to honor a city manager or assistant who has been the most successful in promoting the advancement of diversity within the community and/or the workplace through the development and implementation of effective programs, policies or practices encouraging diversity.

ELIGIBILITY:

Candidates must be a city manager, city administrator, chief administrative officer, or assistant city manager of a League of California Cities member city, and must be nominated by an elected or appointed city official.

CRITERIA FOR AWARD:

To select the individual most deserving of this award, a selection panel will evaluate the following:

- Programs, policies or practices in advancing diversity in the workplace, within the community, or within the public management profession;
- Degree of personal involvement and commitment by the individual nominated;
- Uniqueness of the solution; and
- Results achieved from such programs, policies or practices.

SEND COMPLETED APPLICATION TO:

League of California Cities
1400 K Street, 4th Floor
Sacramento, CA 95814
Attention: Meghan McKelvey

Please find attached the 2021 Award for the Advancement of Diverse Communities application. For questions please contact Meghan McKelvey at mmckelvey@calcities.org or (916) 658-8253.

MISSION

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AWARD DESCRIPTION

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- Degree of personal involvement and commitment by the individual nominated;
- Uniqueness of the solution; and
- Results achieved from such programs, policies or practices.

NOMINATIONS SUBMITTED BY

Nominations for this award may be submitted by elected or appointed city officials.

DEADLINE

Nominations must be submitted by **Wednesday, Dec. 8 by 5 p.m.** to:

League of California Cities
1400 K Street, 4th Floor
Sacramento, CA 95814
Attn: Meghan McKelvey
(916) 658-8253 or mmckelvey@calcities.org

AWARD ENTRY FORMAT

- All entries must be submitted on plain 8-1/2 x 11 inch paper, and may either be mailed or emailed.
- Entries are limited to six pages.

SUBMITTING AN AWARD ENTRY

1. Complete the cover page located on the back of this announcement.
- 2 Attach the cover page to your application, and mail the completed award entry to:

League of California Cities
Attn: Meghan McKelvey
1400 K Street, 4th Floor
Sacramento, CA 95814
mmckelvey@cacities.org

3. Applications must be received by **Wednesday, Dec. 8 by 5 p.m.**

DESCRIPTION OF AWARD ENTRY

Applicants can submit up to three programs, policies or practices. Applicants shall submit only one program for each of the three categories:

- The advancement of diversity in the workplace;
- The advancement of diversity within the community; and
- The advancement of diversity within the public management profession.

On no more than three pages, describe the following:

- The challenge, need or concern that prompted the development of the program.
- The steps taken to address the challenge.
- How the program's objectives were met, highlighting the involvement of stakeholders and partners in the solution

Name of Individual Nominated:

Employed by (name of City):

Address:

Phone Number: (_____)_____

Fax Number: (_____)_____

Email:

Name of Individual Submitting Award Application:

Employed by (name of City):

Address:

Phone Number: (_____)_____

Fax Number: (_____)_____

Email:

The following information will be used to publicize the announcement of award winner:

Name of city's Public Information Officer or Media Coordinator

Phone Number: (_____)_____

Fax Number: (_____)_____

Email:

List three local news organizations along with contact information:

1. **Contact Name**

Organization

Fax Number

(_____)_____ **Email**_____

2. **Contact Name**

Organization

Fax Number

(_____)_____ **Email**_____

3. **Contact Name**

Organization

Fax Number

(_____)_____ **Email**_____

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