



November 2009

Dear Physical Activity Enthusiast:

The New Hampshire Governor's Council on Physical Activity and Health, on behalf of Governor John Lynch, is pleased to announce the Council's Outstanding Achievement Awards for Physical Activity and Health. The award winners will be recognized at an awards ceremony on May 26, 2010.

We are seeking nominations of organizations/groups or individuals in New Hampshire that have accomplished outstanding achievements in promoting healthy lifestyles through physical activity and fitness services and programs.

The award categories are:

Senior (Older Adults) Organizations  
Work Sites/Employers  
Disability Related Organizations  
Youth Related Organizations  
Community (Town/City) Related Organizations  
School Districts and/or Individual Schools  
Individuals

Please consider an organization/group or individual that is making a difference in New Hampshire's health. Please share this application packet with others that may be interested in nominating an individual and/or group. Attached is a nomination application. Please complete the application and send it to:

Travis Horne  
NH Local Government Center  
P.O. Box 617  
Concord, NH 03302

Deadline for submission: April 16, 2010,

Winners will be notified in early May 2010

Awards ceremony will be held on May 20, 2010 at the NH Employee Health & Fitness Day

For more information, please contact:

Travis Horne via e-mail ([thorne@nhlgc.org](mailto:thorne@nhlgc.org)) or phone (224-7447 x223)

**Visit Our Website :** [www.nh.gov/gcpah](http://www.nh.gov/gcpah)



## Outstanding Achievement Awards Application Checklist

Use the following checklist and instructions to ensure your application is complete and properly submitted by the required deadline. You may use the forms provided to prepare your application.

Applications must include all of the items listed below. Applications not completed or not in the proper format will not be reviewed. Please adhere to the page and word number requirements indicated. Font must be at least a 12 point, single space with double space between paragraphs. Pages are to be numbered beginning with the Nomination Information

**Step 1** – Prepare your application, completing each item below. You may use the forms provided to assist with developing your application.

- Part I:** Nomination Information
- Part II:** Proposal Narrative
  - Table of Contents
  - Executive Summary
  - Description of Agreement
  - Scope of Impact
  - Collaborative Achievements
  - Measurable Outcomes
- Part III:** Supporting Documents
  - Letters of Support
  - Supporting Materials

**Step 2** – Submit your application:

- Submit your application, with all attachments, via email. Your application must be received by email by 5:00 p.m. on April 16, 2010.** Email your application to Travis Horne: [thorne@nhlgc.org](mailto:thorne@nhlgc.org).
- Prepare five (5) collated hard copies of your printed application,** including attachments. Application documents should be sorted in the order they appear in Step 1 above for each copy.
- Mail all copies, postmarked by April 16, 2010 to:**
  - Travis Horne
  - NH Local Government Center
  - PO Box 617
  - Concord, NH 03302



## Outstanding Achievement Awards Application

### Part I: Nomination Information (15 points)

**Name of Organization or Individual being Nominated:**

\_\_\_\_\_

**Category of Nomination (check the most appropriate category)**

- Senior (Older Adults) Organizations
- Work Sites/Employers
- Disability Related Organizations
- Youth Related Organizations
- Community (Town/City) Related Organizations
- School Districts and/or Individual Schools
- Individual

### **Contact Information**

Organization contact name or name of individual being nominated: \_\_\_\_\_

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

City: \_\_\_\_\_ Zip: \_\_\_\_\_

Day Phone: \_\_\_\_\_ Evening Phone: \_\_\_\_\_

Fax: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Organization Name: \_\_\_\_\_

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

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Nominated by (if applicable)

Name: \_\_\_\_\_

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

City: \_\_\_\_\_ Zip: \_\_\_\_\_

Day Phone: \_\_\_\_\_ Evening Phone: \_\_\_\_\_

Fax: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Relationship to Nominee: \_\_\_\_\_



## **Part II: Proposal Narrative**

**(Maximum 85 Points; not to exceed 3 single-spaced pages)**

**1. Table of Contents (No points scored)**

**2. Executive Summary (No points scored)**

**In 250 words or less, describe the program or individual being nominated, the specific physical activity and health achievement, and the impact of the achievement on the population served.**

**3. Description of Achievement (15 Points)**

- i. A summary of the Outstanding Achievement accomplished by the organization and/or individual.

**4. Scope of Impact (15 Points)**

- i. (i.e. Number of lives affected or success of the individual achievement through physical activity and healthy lifestyle changes)

**5. Collaborative Achievements (10 Points)**

- i. Explain how you worked jointly with others to accomplish the end success.

**6. Measurable Outcomes (15 Points)**

- i. The evaluation criteria should explain clearly what is being measured, how it is being measured and the outcome(s) achieved.

## **Part III: Supporting Documents**

**1. 2-Letters of Support (10 Points Each = 20 Points max)**

- i. Please attach up to two (2) letters of support.

**2. Supporting Materials (10 Points)**

- i. (i.e. brochures, articles, promotional materials, photographs, etc.)



## Outstanding Achievement Awards Score Sheet

This score sheet will be utilized to score Outstanding Achievement Award applications. Incomplete applications will not be considered for this award.

Program/Individual Being Nominated: \_\_\_\_\_

Category of Nomination: \_\_\_\_\_

### **Nomination Information (15 Points)**

All required information is provided.

### **Proposal Narrative (85 Points)**

\_\_\_\_\_ Description of Achievement **(15 Points)**  
(Program has been in existence for at least 2-years)

\_\_\_\_\_ Scope of Impact **(15 Points)**

\_\_\_\_\_ Collaborative Achievements **(10 Points)**

\_\_\_\_\_ Measurable Outcomes **(15 Points)**

\_\_\_\_\_ At least 2-letters of support **(20 Points = 10 points per letter)**

\_\_\_\_\_ Supporting materials (i.e. brochures, articles, prom. materials, photographs) **(10 Points)**

\_\_\_\_\_ **Total Possible Score (100 points)**