NDC Academy 2013 Awards
Honoring Innovative Community Development Projects

- Project Submission Instructions – Page 1
- Selection Criteria – Page 3
- Display Guidelines - Page 4
- Additional Information – Page 4

Introduction: The National Development Council is pleased to recognize the country’s most dedicated and innovative community development professionals and their work through our peer-selected NDC Academy 2013 Awards. And by highlighting your most challenging and creative projects, Academy participants will have the opportunity to learn how you took these projects from concept to reality. Informal presentations and question-and-answer sessions will allow participants to explore the details of the problem solving strategies you utilized and the constraints and roadblocks you overcame to bring these projects to fruition.

Project Submission Instructions

Submit your project through a simple online process for the chance to exhibit your work at the Academy and on Capitol Hill. The projects that receive the most votes in each of four categories will win an NDC Academy 2013 Award (plus free tuition to an NDC course of your choice)! Visit www.NDCAcademy2013.org to complete the online submission process.

Projects may be submitted in one of four categories corresponding to the tracks in the NDC Academy 2013 agenda:
- Track I Creative Financing
- Track II Job Creation
- Track III Housing Development
- Track IV Community Development

There is no fee to submit your project. Individuals whose projects are selected are responsible for their own NDC Academy 2013 expenses, excluding Academy tuition, which will be waived for up to two presenters per project.

Teams of NDC finance experts and board members will select a maximum of six projects in each track or category. Submitters of selected projects will be notified by March 27. Projects will be displayed both at the Academy site and in our room for the Capitol Hill reception. NDC Academy participants will vote at the reception for the three projects in each category they
would like to learn more about during 20-minute presentations at the Project Showcases on Thursday, April 18.

Academy attendees will then vote again. The project in each category with the highest number of votes will be recognized with an NDC Academy 2013 award.

Timeline

- **March 18—Submit Project:** Project submissions due through online submission form
- **March 27—Six Projects Selected:** Up to six project submissions will be selected in each category using the Selection Criteria below (all submitters will be notified of the results)
- **April 17—Capitol Hill Reception:** Selected projects will be displayed at Capitol Hill reception; Academy participants will vote for their three favorite projects in each category (see Project Display Guidelines below)
- **April 18—Project Showcases:** The top-three vote-getters in each category will present their projects at the Project Showcases from 8:30 to 9:30 a.m. (see Project Showcase Presentation Guidelines below), after which Academy attendees will vote again, this time for the top project in each category
- **April 18—NDC Academy 2013 Awards Luncheon:** The peer-selected winner in each category will be recognized with an NDC Academy 2011 Award

Winners’ projects will be posted on NDC’s website and social media outlets. Submitters will receive free tuition to an NDC course of their course.

Contact Your Elected Representatives

We encourage you to contact your elected representatives to invite them to the Capitol Hill Reception where they can learn more about the important work you and your colleagues are doing in their districts:

- Obtain contact information for your elected representatives at [www.house.gov](http://www.house.gov) and [www.senate.gov](http://www.senate.gov)
- Call your representatives’ local offices and speak to the scheduler about your project and the Capitol Hill reception (the reception is on Wednesday, April 17 from 6:00 to 7:30 p.m.)
- Ask if your elected representative or a member of his or her staff is available to join you at the reception
- If available, request a confirmation and let us know
Selection Criteria

- Economic Impact—Jobs created, financial return to community, community benefits
- Social Impact—How project addresses the needs of an underserved community, provides needed goods or services, fosters community participation and development, meets a demonstrate community need
- Environmental Sustainability
- Strategic Impact—Does the project advance an overall neighborhood or area development strategy?
- Demonstrated Viability—Project is leased and stabilized
- Financial Leverage—Public/private dollars
- Innovative Financing—Is the financing structure innovative, does it include strong community partner collaboration, does it utilize financing tools in new or unique ways?
- Other Innovation—For example, use of space, organization of the users, business model of the project
- Physical Design
- Affordable Housing Projects (additional criteria)
  - Demonstrated Viability—Is the project leased-up and stabilized?
  - Demonstrated High Level of Community Need—First project of its kind or in a significant amount of time
  - Creative Financing Structure—including strong community partner collaboration
  - Provides Housing along with Enhanced Resident or other Services
  - Provides Home Ownership Opportunities
  - Significant Community Impact—Neighborhood revitalization, part of a community plan
  - Innovative Project Design—including green features
Project Display and Project Showcase Presentation Guidelines

Project Display Guidelines

▪ Create a project display, not to exceed 24” x 36,” suitable for placement on an easel (easels will be provided)
▪ Your display should include photos, e.g., before and after photos
▪ Include bullets or a paragraph on the following points, if appropriate:
  o Project Description
  o Financing Structure, including Sources and Uses of Funds
  o Project History
  o Benefits/Outcomes
  o Community Impact
  o Factors that Make your Project Unique
▪ It is your responsibility to deliver your project display to the Academy site

Project Showcase Presentation Guidelines

Prior to the Academy, all participants will receive submitted project descriptions and Selection Criteria. At the Capitol Hill Reception, Academy attendees will have an opportunity to evaluate the displayed projects and ask questions of the submitters. They will then cast their votes by secret ballot for the project finalists in each category. The finalists will be the three projects in each category that receive the most votes. Project finalists will be announced at the conclusion of the reception. Project finalists will be announced at the end of the reception.

Therefore, in the event your project is a finalist, please come prepared to make a 15 to 20-minute PowerPoint presentation. Supplemental materials, such as handouts or a project video, are encouraged. An LCD projector and computer will be available for your presentation.

Additional Information

Contact NDC’s Training Division at training@nationaldevelopmentcouncil.org or call us at 859-578-4850 when we can answer questions or provide additional information. NDC reserves the right to amend selection criteria at any time. All decisions of NDC staff and board members as well as Academy participants are final.