

FEMA Individual and Community Preparedness Awards Application Guidance

All applicants are required to read the following guidance prior to starting their application.

2016 Award Categories (descriptions are provided in the ICP Awards Frequently Asked Questions (FAQs)):

- Outstanding Citizen Corps Council
- Community Preparedness Champions
- Awareness to Action
- Technological Innovation
- Outstanding Achievement in Youth Preparedness
- Preparing the Whole Community
- Outstanding Inclusive Initiatives in Emergency Management
- Outstanding Private Sector Initiatives
- Outstanding Community Emergency Response Team (CERT) Initiatives
- Outstanding Citizen Corps Partner Program
- America's PrepareAthon! in Action

Applicants may apply for up to two award categories, but must submit only one application package.

- **Eligible Applicants:** Any individual, program, organization, or jurisdiction engaged in individual and community preparedness may apply or be nominated. This includes local government officials and community organizations(e.g. tribal councils, mayors, local emergency managers, local emergency planning councils, homeland security task forces, faith-based, civic, or volunteer organizations, private sector entities, registered Citizen Corps Councils, CERTs, Citizen Corps Partner Programs and Affiliates, and other volunteer programs).

Six award categories have designated applicant requirements:

- Outstanding Citizen Corps Council Award: Open to registered Citizen Corps Councils.
- Community Preparedness Champions: Designated for an individual or small group of individuals (10 or less).
- Outstanding Private Sector Initiatives: Open to a for-profit small business. "Small business" applicants must comply with business size standards provided by the Small Business Administration (SBA).
- Outstanding Community Emergency Response Team Initiatives: Open to registered CERTs and CERT Programs.

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- Outstanding Citizen Corps Partner Program: Open to Fire Corps, Neighborhood Watch, Medical Reserve Corps, Volunteers in Police Service, and CERT.
- America's PrepareAthon! in Action: Open to an organization or community that has used America's PrepareAthon! resources and has registered their event via the America's PrepareAthon! website, <http://www.community.fema.gov/>.

Winners of a 2015 Individual and Community Preparedness (ICP) Award are ineligible to submit an application for a 2016 award. Recipients of a 2015 honorable mention are welcome to apply.

- **Eligible Timeframe:** All submissions must feature achievements occurring between **January 1, 2015 and March 28, 2016**.
- **Application Deadline:** All entries must be received by **March 28, 2016 11:59 P.M. E.T.**

Application Process

- **Application Form:** All applicants must complete the FEMA Individual and Community Preparedness Awards Application Form and Checklist. The Application Form also includes a "Description of Achievement" section, which *should be at least two pages, but no more than five pages in length and typed in Arial font at size 12*.
- **Description of Achievement:** When preparing your Description of Achievement, applicants must use the following headers, sequence, and apply the description guidance:
 1. **Problem Statement:** Provide a clear and concise description of the problem/issue(s) that the work you are presenting in this application is meant to address.
 2. **Resolution:** Briefly describe what you plan to do to address the problem/issue(s) outlined in your problem statement.
 3. **Project/Program Description:** Summarize your project/program activities and achievements, and how they helped you to resolve the problem/issue(s) outlined in your problem statement.
 4. **Results/Impact:** Describe the results/impact your activities had on your community and its population.

Additionally, indicate the participants your activities served (e.g., students, community leaders, local elected officials).

- **Supplemental Materials:** Supplemental materials are welcomed, but not required. If included, supplemental materials should not exceed three attachments and your total application submission should be no larger than five megabytes (5 MB). Instructions for condensing files are provided in the ICP Awards FAQs. You may

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also indicate website links to supporting materials, videos, and information in the “Attachments” section of the Application Form.

- **Acceptable file types include:**

- Application file: PDF or Word
- Attachment file(s): PDF, Word, Excel, JPEG and PNG

Temporary internet files that connect to an original file will not be accepted.

- **Endorsements:** To strengthen your application, you may wish to include a letter of recommendation or a written endorsement from a local government official or community organization, tribal leadership, a Citizen Corps Council, Partner Program, or Affiliate. Letters of endorsement are not required.

Submission Instructions

1. Ensure that the name indicated in the “Nominee Name” field of the application is the name you want to use for the certificate, if awarded.
2. Save your Application Form using the required file name format *Nominee Name – Category Code (1)–Category Code (2)*. Please use the respective Category Codes in the file name:
 - Outstanding Citizen Corps Council : **OCCC**
 - Community Preparedness Champions: **CPC**
 - Awareness to Action: **AA**
 - Technological Innovation: **TI**
 - Outstanding Achievement in Youth Preparedness: **Youth**
 - Preparing the Whole Community: **PWC**
 - Outstanding Inclusive Initiatives in Emergency Management: **INC**
 - Outstanding Private Sector Initiatives: **Private**
 - Outstanding Community Emergency Response Team Initiatives: **CERT**
 - Outstanding Citizen Corps Partner Program: **Partner**
 - America’s PrepareAthon! in Action: **AP**

Example: The file name for FEMA (nominee) applying to Awareness to Action (AA) and America’s PrepareAthon! In Action (AP) would be “FEMA-AA-AP”.

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3. Attach your completed Application Form (which must include the Description of Achievement) and completed Checklist to your submission email as well as any relevant attachments.
4. The subject line of your email should read: “2016 FEMA Individual and Community Preparedness Award Application.”
5. Email your application and any supporting materials to citizencorps@fema.dhs.gov (one email submission per applicant).
6. Ensure you receive an email confirming receipt of your application.
7. Contact us at citizencorps@fema.dhs.gov, if you have any questions or encounter any problems with submitting your application.

Review Process

Reviewers will assess each application based upon the following criteria:

- **Clarity:** Is it clear what the applicant is trying to convey about the value and impact of the program, partnership, activity, initiative, etc. they are highlighting?
- **Mission:** Does the applicant use a community approach to develop strong resilience in their area? Does the applicant’s program, partnership, initiative, or activity support the mission of the Individual and Community Preparedness Division?

Mission Statement:

“The Individual and Community Preparedness Division works to strengthen our Nation’s resilience by preparing individuals, organizations, and communities for any disaster or emergency. The Division conducts research to better understand effective preparedness actions and ways to motivate the public to take those actions; develops and shares preparedness resources; and coordinates comprehensive disaster preparedness initiatives that empower communities to prepare for, protect against, and respond to disaster. We achieve this mission through close coordination with the FEMA Regions; Federal, state, and local agencies; and nongovernmental partners from all sectors.”

- **Innovation:** Does the applicant display originality, creativity, and/or the ability to make the most of limited resources or find alternative/unconventional solutions?
- **Background:** Does the applicant support their claims with quality results, sustaining documentation, findings, sufficient evidence or examples?

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- **Category Alignment:** To what extent does the applicant's program, partnership, initiative, or activity align and support the category for which it is being considered?

Remember: All applications and supporting materials must be submitted to FEMA **no later than 11:59 P.M. E.T. on March 28, 2016** in one email submission in order to be considered. For more information about the FEMA Individual and Community Preparedness Awards, please visit: <http://www.ready.gov/preparedness-awards>.