Nominee Name:
Nominee E-mail:

Primary Contact:
Phone:

2013 FEMA Individual and Community Preparedness Awards

Application and Guidance

Application Process

Please complete the following application to be considered for the 2013 FEMA Individual and Community Preparedness Awards. To help facilitate consistency in the application and selection process, keep the points below in mind when preparing your submission:

- All submissions must feature achievements taking place between January 1, 2012 and June 5, 2013.
- All entries must be received by **June 5, 2013 11:59 p.m. E.D.T**.
- Applicants may submit one application package for up to **two award categories**.
- State, local, tribal and territorial government officials and organizations (e.g., tribal councils, mayors, local emergency managers, Local Emergency Planning Councils, homeland security task forces, civic or volunteer committees, registered Citizen Corps Councils, Community Emergency Response Teams [CERTs]) and Citizen Corps Partner Programs and affiliates may submit an awards application on behalf of themselves or others.
- Organizations and individuals not officially affiliated with Citizen Corps may submit an awards application on behalf of themselves or another; however, the application should include a letter of recommendation or a written endorsement from a local government official or organization, tribal council, or a Citizen Corps Partner Program or affiliate, among the supporting materials. Organizations and individuals affiliated with Citizen Corps may also send letters of recommendation and written endorsements with their supporting materials.
- Each applicant may apply for up to **two award categories**, but only should submit **one application package** or have one submitted on their behalf. Although submissions for up to two award categories will be accepted, applicants are encouraged to focus on describing, in detail, one aspect of their submission, rather than providing general information about multiple activities.
- Do your best to keep the narrative of the individual(s), program(s), initiative(s), or activity(ies) being submitted for consideration between **two (2)** and **five (5) pages**. While the narrative section may appear to be only half a page long, the form will automatically reduce the size of your text to accommodate the full length of your narrative. Supplemental

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materials are welcomed but not required. If included, supplemental materials should not exceed three attachments or five megabytes **(5 MB)**. Zip files count as single attachments, but please keep in mind the awards inbox has a limited amount of space. Large attachments may cause the inbox to reject the file. Recommendations for condensing files and instructions on how to do so may be found in the Individual and Community Preparedness Awards **Frequently Asked Questions (FAQ)** guide**.**

- Remember to save your work as you go. This will help to ensure data is not lost as you populate the application form.
- To help ensure consistency in assessing each application, when completing the narrative portion of the awards application, please use the following outline for all activities, initiatives, and/or events:

    1. Summary of nominee's notable activity(ies)
    2. Participants (e.g., students, community leaders, local elected officials)
    3. Goals, impact, local significance

- Once your application is complete, please send it as an attachment to citizencorps@fema.gov. **Please ensure "2013 FEMA Individual and Community Preparedness Award Application" is noted in the subject line.** A notice of receipt will be e-mailed to applicants and/ or nominators once FEMA receives the submission. Please let us know if you encounter any problems with submitting your application.
- Please also send any supporting materials as attachments in an email to the FEMA Individual and Community Preparedness Division national office at citizencorps@fema.gov. Please ensure **"2013 FEMA Individual and Community Preparedness Award Application" is noted in the subject line**. Any questions can also be directed to this e-mail address.

Remember: All applications and supporting materials must be submitted to the national office **no later than 11:59 p.m. E.D.T. on June 5, 2013,** in order to be eligible. For more information about the FEMA Individual and Community Preparedness Awards, please visit: www.ready.gov/citizen-corps-awards

Please also note that by applying for the FEMA Individual and Community Preparedness Awards, you consent to the use of the contents of your application in other FEMA materials. Hard copy materials, such as photographs, will not be returned. Thank you.

Nominee Name:
Nominee E-mail:

Primary Contact:
Phone:

2013 FEMA Individual and Community Preparedness Awards Application Form

Nominee Name:

Primary Contact:

Street Address:

City:

State: Please select...

ZIP/Postal Code

E-mail:

Phone:

Alt. Phone:

Award Category:

- ☐ **Outstanding State Citizen Corps Council Initiatives**
- ☐ **Outstanding Local Citizen Corps Council Initiatives**
- ☐ **Outstanding Community Emergency Response Team Initiatives**
- ☐ **Outstanding Achievement in Youth Preparedness**
- ☐ **Preparing the Whole Community**
- ☐ **Awareness to Action**
- ☐ **Community Preparedness Heroes**

Please write your narrative in the following space:

Below, please list the file names (with extensions) and a brief description of all supporting materials submitted with your FEMA Individual and Community Preparedness Award Application.

File Name 1:
Description 1:

File Name 2:
Description 2:

File Name 3:
Description 3: