

## 2018 Laurel Awards Application How-To Guide

Welcome to the 24th Annual Laurel Awards application process. To celebrate 100 years of commitment to the community, in 1994, Duncan Craig LLP created the Laurel Awards to honour non-profit organizations, on an annual basis, who further their objectives through exceptional creativity and innovation. Winners continue to be honoured at an annual luncheon held in the fall of each year. We thank you for your time to complete this application process.

We have created this How-To Guide to help you with your application. The process should take no more than two hours to complete; however, we require a letter signed by an individual permitted to submit the application on behalf of the organization (Executive Director, manager, or an office of the organization) which may take time to coordinate. You are also asked to submit up to three supporting documents and your logo. If you have any questions, please contact us at [laurelawards@dcllp.com](mailto:laurelawards@dcllp.com).

### *Our Application Process*

Applications are submitted by the not-for-profit organization responsible for the program or project. The program or project must have been completed by a non profit society, a registered charity, or through an appropriate government program. Organizations may submit as many of their programs as meet the below Laurel Awards criteria. Winning programs or projects from previous years will not be considered.

The program or project must:

- further the recognized mission of the organization
- have met pre-determined goals and objectives
- demonstrate innovation through the creative utilization of resources (e.g. volunteers, partnerships, sponsorships)
- exhibit original thought in creation or implementation of the program or project
- not have previously been a Laurel Awards winner
- have taken place within greater Edmonton and area or Drayton Valley

**All applications must be received by May 31, 2018 by 11PM MST. Only online submissions will be accepted. Please contact [laurelawards@dcllp.com](mailto:laurelawards@dcllp.com) if you have any questions.**



## *Submitting Your Application*

The application is entirely online. Once you have filled in the details on Section 1, you can save the application and return to it later. Click on “Save and Continue Survey Later” and you will be prompted to type in an email address. This email should be yours, not necessarily the organization’s address as you will be emailed a link to your survey. Once you are ready to return to the survey, click on the link and it will take you back to where you left off. If you do not receive a link, check your junk mail or contact [laurelawards@dcllp.com](mailto:laurelawards@dcllp.com).

### Section 1: Basic contact information

- Name of the Organization, contact details including mailing address
- Website and twitter name if applicable
- Last year we featured an audience choice award where voting was exclusively on Twitter

### Section 2: Organization details

- Describe the purpose/mission of your organization
- Registration and/or Charitable number if applicable
- Overall budget
- Number of full time staff and volunteers
- Description of volunteer roles and estimated hours
- List of your board or advisory members

### Section 3: Program or Project details

- Working Title (featured in our program)
- Describe the goals, timelines, and processes
- Describe the results or performance of the program or project
- Name any partners or sponsors involved

### Section 4: Supporting documents

- Print-ready jpg logo, not a scanned copy of your letterhead. This goes in our slideshow.
- Up to 3 supporting documents such as advertising materials, letters of support, or brochures
- Cover letter signed by an individual permitted to submit this application on behalf of the organization (electronic signatures are accepted) This can be addressed to the Laurel Awards Selection Committee.

Once you have completed all the elements, press submit. A selection committee will review all the applications in late June, early July and invitations will be emailed to nominees in July for the September



12 Laurel Awards Luncheon at the Chateau Lacombe. We request that two members of your organization be in attendance. If you have questions or need assistance, please contact [laurelawards@dclp.com](mailto:laurelawards@dclp.com).  
Good luck!

