

MAYOR'S RECOGNITION OF EXCELLENCE AWARD

NOMINATION INSTRUCTIONS:

The Mayor's Recognition of Excellence Award was created to recognize and honor individuals, companies, and/or groups/organizations whose efforts have showcased the City of Augusta as a special place to live, work, or recreate.

We seek information on the Nominee in as much detail as possible. The narrative can be of any length and format. The following categories should guide your narrative:

- Leadership
- Contribution/Commitment to the Community
- Public/private partnership
- Environmental protection/enhancement
- Response to societal needs

The Nominator must explain in an attached narrative and based on the above-criteria, why their Nominee should be chosen to receive the Mayor's Recognition of Excellence Award.

Contribution to the Community may be manifested as monetary or non-monetary support of the arts, charities, schools, institutions, or general support of people in need. Include a summary of the outstanding contributions made by the company. Please provide specific information – not just a list of contributions. Include exhibits such as newspaper articles or letters of appreciation, if available.

The nomination must include the signature of the Nominator (page included) and include a list of references.

Please remember when preparing your nomination, that a group of individuals who may not be familiar with your Nominee will be reviewing the materials. The quality of the nomination will have a direct impact on how the Nominee will be evaluated. Be sure your nomination reflects your best effort and "tells the story" of the entity you are nominating.

DEADLINE FOR RECEIPT OF NOMINATIONS IS: _____

Awards will be presented at Augusta City Council meetings, with the winners notified prior to the event. For additional forms and/or more information on the nomination process, contact:

City Manager's Office at 207-626-2300 or via email at phillis.curry@augustamaine.gov

Nomination forms may also be found on the City of Augusta website at:

www.augustamaine.gov

You may submit the nomination via the website, or return completed nominations to:

City Manager's Office
City of Augusta
16 Cony Street
Augusta, Maine 04330

NOMINEE: INDIVIDUAL BUSINESS GROUP/ORGANIZATION
(Please be accurate with name – this name will appear on the award, if chosen)

Contact: _____ Title: _____

Email: _____

Address: _____

City/State/Zip: _____

Telephone: _____ Fax: _____

Is the Nominee aware of this nomination? Yes No

NOMINATOR: _____ Title: _____

Email: _____

Business (if applicable): _____

Address: _____

City/State/Zip: _____

Telephone: _____ Fax: _____

SIGNATURE OF NOMINATOR:

I do hereby affirm that the information contained herein is true and accurate to the best of my knowledge.

Signature/Contact: _____ Date: _____

NOMINATION NARRATIVE

REFERENCES:

Please provide the names of three individuals who agree that the information about this company is accurate and who would act as references.

1. Business Name (if applicable): _____

Contact Name and Title: _____

Address: _____

Phone: _____

2. Business Name (if applicable): _____

Contact Name and Title: _____

Address: _____

Phone: _____

3. Business Name (if applicable): _____

Contact Name and Title: _____

Address: _____

Phone: _____