

Commonwealth Council on Aging 2013 Best Practices Award Instructions

The 2013 Best Practices Awards Program is sponsored by the Commonwealth Council on Aging and funded by Dominion Resources. The Council is committed to the independence, dignity, and security of the people it serves and helps state government meet the needs of older Virginians and their families. The Council is composed of 19 Virginians who are appointed by the Governor and legislators to represent all geographic regions of the Commonwealth.

CASH AWARDS TO THE TOP PROGRAMS

The Council plans to select six (6) programs for recognition in 2013. The Council will provide monetary awards for three of the winners as follows:

\$5,000 for 1st place

\$3,000 for 2nd place

\$2,000 for 3rd place

There will also be three awards in an “Honorable Mention” category.

PURPOSE OF THE AWARD: The Best Practices Awards Program is designed to identify and recognize unique programs of excellence for older Virginians and their caregivers and to encourage the replication of model programs throughout the Commonwealth. These programs may be sponsored by local governments, municipalities, community organizations, aging services providers, universities, or faith organizations. Applications may be submitted by a single organization or partnership including any combination of the above. Programs will be judged for their innovation, cost-effectiveness, sustainability, ease of replication, and their impact on the quality of life of older Virginians, caregivers and family members. The Council will disseminate information on the award winning programs throughout the Commonwealth. Winners will be asked to coordinate efforts to host media and community stakeholders for a formal presentation of the award in their respective community.

ELIGIBILITY: Awards will be based on innovation and impact of program to assist older adults to *Age in the Community*. These programs promote “Livable Communities” and “Home and Community-Based Support” (HCBS) and might include one or more of the following components: transportation, personal assistance, case management, education, intergenerational activities, healthy aging (including physical/mental/nutrition/wellness/or prevention), housing, long-term care, safety and security, older adults as volunteers or community resources, or other activities.

To be eligible for nomination and consideration, programs must meet the following requirements:

1. Targeted to adults age 55 and/or older, their families, and/or caregivers;
2. Demonstrate active operation at the time of the award and continuous operation for the 12 months preceding March 1, 2013;
3. Be prepared and willing to support other organizations interested in replicating the program; (support could include technical assistance and education); and

2013 Best Practices Awards Program
INSTRUCTIONS

4. Provide all information requested in the official application.

Programs (not agencies or organizations) that have received a previous Best Practices Award will not be considered for the 2013 Awards Program. Programs previously nominated but not recognized may be resubmitted for the 2013 awards program. Note: Organizations may nominate themselves and may submit more than one application.

SELECTION CRITERIA: Programs will be judged on the following eight criteria:

Community Need and Impact: How important is the program to the community's overall welfare? What impact did the program have on the quality of life for community residents? How many people have been served or impacted? Is the impact ongoing or one-time-only? Did the program have a multiple impact (benefits to more than one group, organization, client, community, area of interest)?

Concept of Aging in the Community: How does the program promote or support aging in the community, "livable communities" and/or "home and community-based support"? Which specific program components or services assist older adults in remaining in their homes and communities for longer and how is this achieved?

Innovation: Describe the program's unique aspects. How did the idea for this program develop? Was there a creative process in its design or implementation?

Inclusiveness: How was the program developed to be inclusive regarding disability, geographic barriers, race, ethnicity, culture, language, gender, religion?

Goals/Outcomes/Evaluation: What were the goals/outcomes? Were the goals/outcomes clearly defined prior to implementation? Were the goals/outcomes achieved? What were the results? How were the results measured or evaluated?

Cost Effectiveness/Sustainability: Include a list of the following program budget expenses (not agency expenses): personnel (salary and benefits), travel, equipment, other supplies and materials, administrative, and contractual (if contractual, explain). How will this program be sustained over the coming years? What plans are in place to assure that the program continues to receive financial support? How has the cost-effectiveness been evaluated, demonstrated, and documented?

Potential for Replication: What was learned that would be helpful to others? Include explanations of changes or lessons learned during the program that could positively impact the program in the future. Address resources and timing issues associated with replicating the program.

NOMINATION PROCEDURE: All nominations must be made on the official nomination form, which may be downloaded by going to the Commonwealth Council on Aging's website: www.vda.virginia.gov/council.asp. Individuals and organizations may nominate

2013 Best Practices Awards Program
INSTRUCTIONS

more than one program (but you must use a separate nomination form for each program).

DEADLINE FOR SUBMISSION: The nomination form must be received by the Virginia Division for the Aging by **5:00 PM on Friday, March 1, 2013**. Nominations should be emailed as an attachment to bestpracticesawards@dars.virginia.gov.

Note: Nominations should include "Best Practices Award" in the subject line. Also, the email message should include the name of the contact person and their telephone number.

QUESTIONS: Please contact Cecily Slasor, Virginia Department for Aging and Rehabilitative Services (DARS), at 804-662-9312 or via email at bestpracticesawards@dars.virginia.gov with questions relating to the application process.

AWARDS PRESENTATION: If your program is chosen as an award winner, the Virginia Division for the Aging in DARS will work with you to schedule an awards presentation and recognition ceremony. This ceremony should include local elected officials, program board members, media representatives, and others who will help to highlight the impact of the program. The Council will use the brief summary requested in the nomination form to disseminate information on the winning programs using various media throughout the Commonwealth.

Applicants will be notified of the award winners by May 1, 2013. Award ceremonies and check presentations will be scheduled for May and June of 2013.

###



We thank Dominion Resources for its generous contribution, which allows us to recognize these organizations for their dedication and work in advancing services for the aging.