



NEIGHBORHOOD RECOGNITION PROGRAM

2009 APPLICATION PACKET:  
NEIGHBORHOOD OF THE YEAR  
&  
NEIGHBOR OF THE YEAR



February 19, 2009

Dear Neighborhood Leaders,

I am pleased to announce the City of Tallahassee is accepting applications for the “2009 NEIGHBORHOOD RECOGNITION PROGRAM”. This program was established to provide an opportunity for neighborhoods to share their many accomplishments, and to highlight programs that are beneficial to their neighborhood. It also provides each neighborhood association an opportunity to nominate an individual from their association as the “Neighbor of the Year” for their contributions to the community.

The City of Tallahassee is eager to recognize those neighborhoods that exerted extra effort in maintaining their vitality, especially during these difficult economic times. One small neighborhood (less than 200 homes), one large neighborhood (more than 200 homes), and one neighbor of the year will be recognized. Additionally, each application will be used to develop a booklet outlining your accomplishments and programs that can be shared with other neighborhoods.

The City of Tallahassee and Leon County will each present the “2009 Neighborhood of the Year” and the “2009 Neighbor of the Year” awards at the Council of Neighborhood Associations 29<sup>th</sup> Annual Meeting & Awards Reception on Monday, May 11, 2009, from 5:30 – 7:30 p.m. at the Heritage Gallery, R.A. Gray Building, 500 South Bronough Street.

If you are interested in participating, please complete the attached nomination application and mail the original copy to the City of Tallahassee, Parks, Recreation & Neighborhood Affairs, 300 S. Adams Street, Box #B-23, Tallahassee, Florida 32301-1731. Hand delivered applications should be taken to the Neighborhood Affairs Office, located at the Parks, Recreation & Neighborhood Affairs Administrative Office, 912 Myers Park Drive, Tallahassee, FL, 32301. **All nominations must be postmarked by March 26, 2009.** We encourage each of you to submit your neighborhood’s accomplishments and successes for consideration.

Again, we are proud of our neighborhoods, and feel it is important that we recognize your efforts. We look forward to see each of you at the CONA 29<sup>th</sup> Annual Meeting and Awards Reception where we will present the City of Tallahassee’s Neighborhoods and Neighbor of the Year awards. Keep up the great work.

Sincerely,

A handwritten signature in black ink, appearing to read "John R. Marks, III".

John R. Marks, III  
Mayor, City of Tallahassee

Attachment: 2009 Neighborhood Awards Application



**2009 Neighborhood Awards Application**

**General Information**

Name of Organization: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Contact: \_\_\_\_\_ Position: \_\_\_\_\_

Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

Boundaries of association (must be within the City limits): \_\_\_\_\_

\_\_\_\_\_

Do you meet the definition of a Small (200 homes or less) or Large (200 homes or more) neighborhood? \_\_\_\_\_

Total number of members in your association: \_\_\_\_\_

Category for which applying: \_\_\_\_\_ **2009 Outstanding Neighbor of the Year Award**

(Applications may be submitted for both Neighbor and Neighborhood of the Year awards.)

\_\_\_\_\_ **2009 Outstanding Neighborhood of the Year Award (Large Category - Two hundred or more homes)**

(Please use separate application for each award)

\_\_\_\_\_ **2009 Outstanding Neighborhood of the Year Award (Small Category - Two hundred or less homes)**

Neighborhood Association Board Approval:

\_\_\_\_\_  
President

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**\*\*Please attach the appropriate specific information sheet for the award you are applying.**



## **Instructions**

### **2009 Outstanding Neighbor of the Year Award**

#### **ELIGIBILITY**

As a member of any City of Tallahassee Neighborhood Association, any resident is eligible who has facilitated neighborhood improvement in the past year by bringing neighbors together to complete projects, address critical needs, etc. We look forward to receiving your nomination for the person who has made a significant contribution to the quality of life in one of your neighborhoods.

### **2009 Outstanding Neighborhood of the Year Award**

#### **ELIGIBILITY**

Any City of Tallahassee registered Neighborhood Association is eligible that has facilitated neighborhood improvement in the past year by bringing neighbors together to complete projects or address critical needs, etc. We look forward to receiving your nomination for the neighborhood or homeowner's association that has made a significant contribution to the quality of life in one of Tallahassee's neighborhoods. (Self-nomination is encouraged.)

#### **Nomination Procedures**

Please complete the attached nomination form and mail the original to the City of Tallahassee, Neighborhood Affairs Division, 300 S. Adams Street, Box #B-23, Tallahassee, Florida 32301-1731. Hand delivered applications should be taken to the Neighborhood Affairs Office, located at the Parks, Recreation & Neighborhood Affairs administration building, 912 Myers Park Drive, Tallahassee, Florida. **Nominations must be postmarked by Thursday, March 26, 2009.** Please submit your nomination as follows:

- 1) Nominations may be typed using the form provided or computer generated using the same format.
- 2) Nominations for Neighborhood of the Year **must** include a digital photo that best represents the neighborhood.
- 3) If you include DVDs and other visual examples with your narrative description, please provide six copies of each item.
- 4) Nominations must reflect activities conducted by the nominee within the past year, from January, 2008 to January, 2009.

If you need additional space, attach one additional page (**maximum**) to the original nomination form. Please call Neighborhood Affairs at 891-3846, if you have questions.





**2009 Outstanding Neighborhood of the Year Award – Large Category  
Nomination Form**

Neighborhood: \_\_\_\_\_

What projects/activities have the organization completed since January, 2008?

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What need or concern did the project/activity address?

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What was the resident participation in the project/activity?

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What improvement or impact did this project/activity have in the neighborhood?

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Nominated by:

\_\_\_\_\_  
Association

\_\_\_\_\_  
President

\_\_\_\_\_  
Date



**2009 Outstanding Neighborhood of the Year Award – Small Category  
Nomination Form**

Neighborhood: \_\_\_\_\_

What projects/activities have the organization completed since January, 2008?

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What need or concern did the project/activity address?

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What was the resident participation in the project/activity?

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What improvement or impact did this project/activity have in the neighborhood?

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Nominated by:

\_\_\_\_\_  
Association

\_\_\_\_\_  
President

\_\_\_\_\_  
Date



**Neighborhood Summary (REQUIRED)**

Please type or print in no fewer than 200 words or no more than 350 words – a description of your neighborhood, which will be used in the official awards program. Please write your summary in third-person form (from an outsider’s perspective.) Your summary may be revised for grammar or continuity purposes.