

Nominee Name:
Nominee E-mail:

Primary Contact:
Phone:

2011 FEMA Individual and Community Preparedness Awards



FEMA

Application and Guidance

Please complete the following application to be considered for the 2011 FEMA Individual and Community Preparedness Awards. To help facilitate consistency in the application and selection process, keep in mind the points below when preparing your submission:

- Local government officials and organizations, (i.e., 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, 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 only submit one application package or have one submitted on his or her behalf. Therefore, please combine your best initiatives, programs, and events into one award package. FEMA asks that applicants limit themselves to describing five such features or fewer. 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, program, initiative, or activity to between two and five 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 materials are welcome 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 that the awards inbox has a limited amount of space. Large attachments may cause the inbox to shut down. Recommendations for condensing files and instructions on how to do so may be found in the FAQ document.

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- Remember to save your work as you go. This will help to ensure that data is not lost as you populate the application form.
- If you encounter problems completing the PDF version of the application, please download the Microsoft Word version instead, and send that as an attachment in an e-mail to citizencorps@fema.gov.
- 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 the FEMA Individual and Community Preparedness Division national office at citizencorps@fema.gov. Please also send any supporting materials as attachments in an e-mail to citizencorps@fema.gov. With all e-mails, please ensure that "2011 FEMA Individual and Community Preparedness Award Application" is noted in the subject line. A notice of receipt will be e-mailed to applicants once FEMA receives the submission. Please let us know if you encounter any problems with submitting your application.

All applications and supporting materials must be submitted to the national office **no later than 11:59 E.D.T. on August 26, 2011**, in order to be eligible. For more information about the FEMA Individual and Community Preparedness Awards, please visit <http://citizencorps.gov/councils/awards/2011/awards2011.shtm>

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2011 FEMA Individual and Community Preparedness Awards Application Form

Nominee Name:	<input type="text"/>
Primary Contact:	<input type="text"/>
Street Address:	<input type="text"/>
State:	<input type="text"/>
ZIP/Postal Code:	<input type="text"/>
E-mail:	<input type="text"/>
Phone:	<input type="text"/>
Alternate Phone:	<input type="text"/>

Please write your narrative in the following space:

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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: