

PCAAE ‘Ang Susi’¹ Institutional Awards

The PCAA ‘Ang Susi’ Outstanding Project Award is given each year in recognition to the achievements of members’ Associations and other membership organizations that have made an impact and contribution to national sustainable development.

Award Categories: There are six (6) categories for the Institutional Award:

1. Environmental Impact Award – A project or program undertaken by the Association and its members in helping minimize or eradicate environmental hazards and/or in promoting good environmental practices.
2. People Empowerment Award – A project or program which the Association implemented to enhance the professional capacities and career growth of its members.
3. Community Service Award – A project or program that the Association made to provide a local community with a service/s that aims to uplift the social or economic situation of its constituency.
4. Industry Development Award – A project or program developed by the Association that assisted its members initiate or improve enterprise creation, setting performance standards and designing tools for continuous improvement.
5. Technology Innovation Award – A project or program implemented by the Association to advance technological or IT know-how and innovation to serve its members better.
6. Change Catalyst Award – A project or program that help transform the Association and its members in enhancing best practices in governance systems, leadership and operational management and advocacy efforts.

Award Selection Criteria: The project or program must:

- further the mission of the Association;
- have specific and measurable outcomes;
- exemplify innovation by demonstrating a “new dimension” of performance;
- have made a difference in the lives of the people it serves; and
- serve as a model that can be replicated or adapted by other Associations.

Note: If the project or program was first developed by an organization affiliated with the nominee-Association, or is a variation of a pre-existing model, it must be distinctive and novel in design, execution, delivery, and results.

Eligibility Requirements:

Entries must be submitted by the Association responsible for the program; third-party nominations will not be accepted. In addition:

¹ “Ang Susi” Awards symbolizes that Associations/Association Executives are “key” contributors to national sustainable development. It is also the acronym for **A**ssociations nurture **N**ational **G**rowth through **S**ocial **U**nity and **S**ustainability **I**nnovations.

- The Association must be a registered with the SEC as a non-profit organization;
- The project or program must have been implemented or still ongoing not before 2014.
- Only one entry per Association may be submitted;
- All entries must be received on or before **September 30, 2015**.

Note: This award is *not* presented to an individual nor for the general work of an Association.

Nomination Procedure:

Please follow the instructions in the Application Form. You may use a copy of the original form.

Award Selection Procedure:

Nominations will be reviewed and the final selection made by an Awards Board. Winning and recognized Associations will be notified by 2nd week of October..

Additional Information (will not be used as criteria for selection):

It is understood that this entry will be reviewed by the PCAAE and the PCAAE Awards Board. The applicant/nominating Association may be asked to provide additional information in support of this nomination. All submissions and any attachments become the property of the PCAAE. They cannot be returned and may be publicized and included in the PCAAE's publications and resources.

Application Procedure:

Please read carefully and consider the Eligibility Requirements and Award Selection Criteria. The selection process is extremely rigorous and competitive. Only nominations that meet all the requirements and criteria will be considered. The nomination must be sent completely, in one submission, and received by not later than **Sept 30, 2015**. It must include:

- Completed Application Form
- Narrative (please see below)
- A USB with Contact Information, application form, and narrative in Microsoft Word or rich text format.
- Supplemental Materials
- Administrative Fee of Php 2,500

(Note: If you choose to submit additional materials, please ensure that they directly support the Narrative and are referred to in the Narrative. Please submit only materials that fit within the mentioned format.)

Send application to be received not later than **September 30, 2015** to:

PCAAE
 c/o ADFIAP, 2F Skyland Plaza, Sen. Puyat Ave.
 Makati City 1200

NARRATIVE

Answer all numbered items following the format requirements.

1. What is the mission of the Association? *(please limit to 50 words)*
2. Association Overview: Summarize the history, long-term goals, and current priorities of the Association. *(please limit to 100 words)*
3. Program Description: *(please limit to 500 words total for a–d)*
 - (a) What is the purpose of the project/program?
 - (b) What needs and challenges does it address? Whom does it serve?
 - (c) Was it designed as a short-term or long-term effort?
 - (d) How does it further the mission of the Association? How does it help the Association achieve its goals?
4. Program Results: Using a “before and after” comparison, please describe the project/program’s results—the specific and measurable outcomes—and explain how you measure performance.
 - (a) Prior to the start of the program, what were the conditions, results, or situations that serve as “the baseline” against which you compare the program’s outcomes? *(please limit to 100 words)*
 - (b) What are the results of the program? *(please limit to 100 words)*
 - (c) What is “the new dimension of performance?” How are the results in 4b superior to those in 4a? *(please limit to 100 words)*
 - (d) Did the program produce any unanticipated results? *(please limit to 100 words)*
5. Program Impact: How did/does it make a difference in the lives of people? *(please limit to 100 words)*
6. Potential as a Model: How can it serve as a model that can be replicated or adapted by other Associations? *(please limit to 100 words)*
7. Additional Background: Provide information about the origin and implementation of the project/program, such as: Who was responsible for starting it? Were any particular funding sources, resources, partnerships and alliances particularly helpful in implementing and sustaining it? What is its future? *(please limit to 100 words)*
8. Statement by the Program’s Leadership: Regarding the processes of innovation, leadership and building partnerships—have you gained any knowledge or insights that might be instructive or inspiring to others? *(please limit to 100 words)*
9. Budget and Demographics: Please provide an outline of the program budget and the demographics of the customers it serves. *(please limit to 100 words)*

Format Requirements

- Type or print clearly on A4 letter-size paper.
- Observe the word limitations.
- At the top of each page, include the name of the Association and the project/program.
- Label each response with the number of the question—it is not necessary to use a separate sheet of paper for each item.
- Bind the pages by stapling on the upper left corner. Please do not use notebooks or binders.
- Enclose an electronic copy of the application on a USB with your printed materials.

THANK YOU FOR YOUR SUBMISSION.