



Instructions

2008 Northeast Ohio Environmental Awards

The Northeast Ohio Environmental Awards are open to any group, program, organization, business, or individual located and working in the following Ohio counties: Allen, Ashland, Ashtabula, Auglaize, Belmont, Carroll, Columbiana, Cuyahoga, Geauga, Guernsey, Hardin, Holmes, Knox, Lake, Mahoning, Medina, Mercer, Monroe, Muskingum, Noble, Paulding, Portage, Putman, Shelby, Stark, Summit, Trumbull, Tuscarawas, Van Wert, Washington and Wayne.

Nominations may be made by the person or persons involved in the activity or by a third party and must address activities or initiatives that were in place in 2007.

Important: Each nomination must be accompanied by two letters of support. The first letter should be from the nominator. The second letter should be from someone outside the nominee's organization who is familiar with the success of the nominated activity; this letter must be written by someone other than the nominator.

Letters of support should address the following items in order:

- Provide a brief description (up to five sentences) summarizing the nominated activity or program.
- What environmental need(s) within the community or organization did the nominee address?
- What innovative solution did the nominee develop to address the identified need?
- What effect or impact did the nominee have on the environment or the community? Please give examples
- Discuss the potential for sustainability of the project or the leadership qualities demonstrated by the individual.
- Include any additional information important for consideration by the judging panel.

To be considered, all nomination materials must include:

- Completed nomination form
- Two letters of support each limited to two double-spaced pages using Times New Roman and 12 point font.

All nomination materials must be post-marked or received no later than Saturday, June 28, 2008.

Nominations post-marked after that date will not be considered.

No photos or supporting materials will be considered in the judging process.

It is preferred that nomination materials, including letters of support, be sent electronically to bioalliance@cmnh.org.

If unable to submit electronically, please send completed materials to:

Biodiversity Alliance

11030 East Boulevard
Cleveland, Ohio 44106

Nominators will receive confirmation either by email or mail once the application materials have arrived.

An independent panel of judges will evaluate each nomination. Supporting materials may be requested from finalists. Award recipients are selected on the basis of letters of support and their responses to specific questions related to environmental need and impact, innovation, and the sustainability of the project or leadership qualities of the individual. The decisions of the judges are final.

Biodiversity Alliance and Dominion have the right to review and deny any application that is not appropriate or that does not meet the nomination requirements, as well as to reassign nominees placed in an inappropriate category.

Employees, their immediate families, and programs of the Cleveland Botanical Garden, The Cleveland Museum of Natural History, Cleveland Metroparks, Cleveland Metroparks Zoo, the Cleveland Zoological Society, The Holden Arboretum and Dominion are not eligible.

Any questions concerning the nomination process may be directed to Cathi Lehn at (216) 707-2826 or bioalliance@cmnh.org.

