

Minnesota Chapter of NIGP

BEST PRACTICES AWARD

- Entries must be submitted by a government agency - not by an individual.
- Agencies may submit multiple entries.
- Entries must be limited to the space provided on the entry form. Auxiliary documents should not be submitted and will not be reviewed during the evaluation process.
- Agencies are required to submit entries electronically to the **Nominations Committee Chairperson**. If this capability is not available, the entry form can be obtained from any Board of Directors member. All entries must be received by no later than **November 15th**.
- All entries become the property of the MN Chapter of NIGP and will be incorporated into its Website in its Best Practices Library.

The Best Practices Award(s) (top 3 winners) will be presented to the agency representatives by the MN NIGP President during the January General Meeting.

- 1. Background Information: (Scope of Project, Challenges, Rationale for Change)**
- 2. Innovation or Best Practice that was implemented within the last two (2) years.**
- 3. Strategies or approaches used to Implement the Practice (Emphasize Transferability of Practice to other Government Agencies).**
- 4. Cost of Implementing the Practice identified in Item 3.**
- 5. Impacts or benefits of implementation (Cost Savings, efficiencies, effectiveness, etc.)**
- 6. Cost Savings realized.**