



# 2018 Project Reports

Communities are judged on what they are able to accomplish with the resources they have available. In order to compete in the MCB Community Awards and Judging and to be eligible for other awards through the MCB program, communities and neighborhoods must submit a Project Report for each project they are submitting. This serves the following purposes:

1. It serves to inform the judges about your community betterment program, accomplishments and youth involvement.
2. The Project Reports are the only source of information used to select which communities receive an on-site visit from the judges. It is the principal source of information used to select the Gene Speichinger Community of the Year and the J.C. Smith Youth Group of the Year award winners.

In addition to the above reasons, the Project Reports can be a wonderful historical document for the community. It can be a marketing tool to show to prospective businesses and other people interested in moving to the community. It also contains a wealth of information that can be shared with other communities.

In the publication [Missouri Community Betterment: Planning Guide](#), the community development process and how it should work has been explained. The Project Reports should be a document that explains, reflects and informs others about the community betterment projects and youth involvement. The projects chosen for the reports should exemplify and typify the community's process of visioning, assessment, goal setting, planning and implementation.

Communities participating in the MCB Community Submission and Awards have two opportunities to inform the judges about their accomplishments: the Project Submissions and the judges' on-site visit. Both of these opportunities are limited because of the amount of time the judges have to complete their task. If more documentation is presented in the Project Report than the judges can review, absorb and retain, then the process becomes counterproductive. We suggest that you select the most important and impactful projects.

**The total number of pages for each Project Report should be a maximum of 3 pages. The first page should be the Project Summary Outline. The next document should be a narrative about the project (maximum of two typed pages, single spaced in a 12 point font.) This is for the community project entries as well as the youth project entries.**

# *Outline of Project Report Format*

The submission should include:

- Cover page - The 2018 theme: "Rural Rally" may be incorporated in the design of the Project Reports Cover page (one page for all projects submitted)
- List of 2018 submitted projects (community and youth) as well as a list of the projects from the past 2 calendar years. If you did not submit projects for one or both of those years, please state that. This can all be included on one page.
- Project Summary Outline followed by the 2 page narrative about the project. This should be for each of the (up to) 5 community projects and (up to) 2 youth group projects. Fewer projects can be submitted if desired.

## *Projects*

The project year is **July 1, 2017 to June 30, 2018**

On one page, list the projects you want to emphasize this year. The number of projects may include: 1. Up to five community projects (if submitting for a Community Project Judging), 2. Up to five community projects and up to two youth projects (if submitting for Community and Youth Project Judging.) 3. Up to two youth projects (if submitting for Youth Project Judging only). On a second page, list the projects you used last year (2017) and those for the year before (2016) unless you are a community entering for the first time. Those communities should state they did not participate in the 2016 or 2017 Awards and Submissions.

**Each project must be a stand-alone project. Grouping or consolidating of more than one project will result in a reduction of points.**

The project reports for a **community and youth group entry** should contain **no more than 3 pages each and feature no more than seven projects**. There may be up to five community projects and up to two youth group projects.

**Youth Group projects may be submitted by both formally and informally organized youth groups.**

There should be a narrative about each project that includes who initiated the project, number of volunteers and cost. Designate which projects were worked on by your community betterment organization and which ones were done entirely by others. Provide documentation to substantiate your projects on the Project Summary Outline. (Proof of funding, grants, etc.) **A project summary page is to be placed before each project submitted and counts in the total number of pages.**

**NOTICE: Failure to follow these instructions will result in the reduction of points.**

### **Community Display Boards**

Communities wishing to participate will create a table display highlighting the unique features of their community and incorporate information about the projects they completed this year. This provides an opportunity for participants to market their community to the other communities, sponsors, and attendees by providing them with information on local businesses and products, tourist attractions in the region, and the events and improvements the local community betterment organization has completed from the previous year.

MCB communities' displays will be judged and awards will be given out for the top displays. This is an opportunity for your organization to highlight your community and your projects in a creative way. Displays must be manned during the Sunday judging session. Displays will be left up through the duration of the conference so other communities have the opportunity to see what you have accomplished and what your community has to offer. They will be located in the salon foyer this year which will be locked up each evening. You must notify the MCB office of your intent to participate in the program when you complete the Community Entry Form, due by June 30<sup>th</sup>.

For further information, clarification or questions contact Teresa Keller, 660.383.1034 or [Teresa@MOCCommunityBetterment.com](mailto:Teresa@MOCCommunityBetterment.com).

Good luck!

### **MCB Board of Directors**