



Application Requirements

How to Apply:

- 1) A municipality/village completes the Application Form and an 'Innovation Description', The 'Innovation Description' provides detailed information about the innovation. Together these form the Application Package
- 2) The 'Innovation Description' (max. 1,500 words) must include the following:
 - executive summary (max. 40 words)
 - reason/impetus for the innovation
 - description of the innovation
 - how the innovation relates to the following criteria:
 - involves innovative features;
 - provides tangible benefits to community residents such as cost savings to taxpayers, and/or local job creation;
 - improves efficiency and effectiveness of public service delivery;
 - makes effective use of non-traditional sources of revenue or financing;
 - involves partnership(s).
 - challenges faced and overcome
- 3) The municipality/village submits (no application fee) the completed Application Form (signed by an authorized individual) and 'Innovation Description' as follows:
 - one (1) hard copy of the Application Form (signed by authorized individual) and the "Innovation Description" mailed/couriered to:
Municipal InNOVAward
Service Nova Scotia & Municipal Relations
Municipal Services Division
P.O. Box 216, Halifax, NS, B3J 2M4 (postal address)
Or
1505 Barrington St. 14th Floor, Halifax, NS, B3J 3K5 (courier)
 - an electronic version of the 'Innovation Description' is sent by e-mail to: apaton@gov.ns.ca or a CD containing the 'Innovation Description' is included with the hard copy referred to above.
- 4) The Application Form and the 'Innovation Description' must be received by the deadline noted on the Application Form.



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Conditions of Participation:

- 1) A municipality/village may enter more than one innovation, however, only one entry may be made for each innovation. An Application Form and its accompanying 'Innovation Description' material must be completed for each entry.
- 2) To be eligible, an innovation must have been predominately undertaken within the twenty-four (24) months preceding the application deadline.
- 3) The application must be submitted by an authorized official of the municipality/village involved (e.g. Chief Administrative Officer, Clerk/Treasurer, etc.).
- 4) The Application Package will not be returned.
- 5) The innovation must comply with all legislation and regulatory approvals. An entry may be rejected or an award revoked where these requirements are not met.
- 6) All information contained in the Application Package is treated as public information. It is the responsibility of the applicant to ensure that information does not breach confidentially provisions of agreements pertaining to the innovation.
- 7) Information with respect to an award winner's innovation will be shared with other municipalities and organizations in Nova Scotia via the Internet and possibly by other means.