



2009 HEART OF THE ARTS & LIFETIME ACHIEVEMENT AWARDS

Instructions & Official Nomination Form

Submission Deadline: 5:00 pm, Tuesday, August 4, 2009
at the offices of the Broome County Arts Council
Decker (Mansion) Art & Culture Center
31 Front Street, 2nd Floor
Binghamton, New York 13905
Phone: 607-723-4620

The Broome County Arts Council (BCAC) invites nominations from the community for the 2009 Lifetime Achievement Award and for the 2009 Heart of the Arts Awards. These annual awards recognize those who have made significant contributions to the arts in Broome County.

The Lifetime Achievement Award is intended to honor:

- Individuals living and working in Broome County who have made significant, long-term contributions to the arts in Broome County

The Heart of the Arts Award is intended to honor:

- Individuals living and working in Broome County who have made significant, recent (within the past 5-years) contributions to the arts in Broome County

Eligibility

Eligible candidates for nomination are:

- Individuals of at least 21 years of age, who currently live and work in Broome County, New York, and have done so for at least the twelve months prior to being nominated.
- Individuals of ALL artistic disciplines, including actors, singers, musicians, dancers, writers, painters, photographers, sculptors, multi-media, performance artists, filmmakers, photographers, producers, directors, stagecraft professionals, technicians, arts administrators, donors, patrons – full-time, part-time or volunteer.

Selection

Award Recipients will be chosen by ballot voting from a final slate of nominees prepared by the Heart of the Arts Committee and ratified by the BCAC Board of Directors.

The recipient of the annual Lifetime Achievement Award will be decided by a ballot vote of the BCAC Board.

Three recipients of annual Heart of the Arts Awards will be decided by a ballot vote of BCAC Members in good standing as of August 31, 2009

Restrictions

Award nominees and recipients **may not be**:

- Current BCAC staff, board of directors or board committee members and their families.
- Currently serving elected officials
- Current financial sponsors of the Heart of the Arts Awards.
- Applicants with a current funding request under consideration by the BCAC
- Individuals who have resided in Broome County for less than one year
- Self-submitted for nomination. Self-nominations will be disqualified.
- Recommended in the same submission for both Heart of the Arts and Lifetime Achievement Award. Dual submissions will be disqualified.

Evaluation Criteria

Nominations are reviewed by the Heart of the Arts Committee, which is comprised of BCAC Board members and outside community volunteers. The Committee reviews and evaluates nomination materials and prepares a recommended slate of candidates for formal nomination. The Committee's recommendations are submitted to the BCAC Board of Directors for final approval. The Heart of the Arts Committee evaluates each nomination according to the following criteria:

- Eligibility of candidate and his/her appropriateness for the award for which they are nominated.
- Quality and completeness of information submitted, including credentials of nominee, as evidenced by biographical information and required narrative.
- Extent of the nominee's contribution to the arts in Broome County, beyond their own success or celebrity.
- Quality of contribution and extent of participation in the arts in Broome County, as evidenced by uniqueness of contribution, length of time, level of outreach, depth of commitment, **specific** examples of **direct** effect on Broome County Arts.

Submission Procedure

A nominator may submit **only one** nomination package. A complete nomination package requires:

- A completed “Official Nomination Form: 2009 Heart of the Arts Awards and 2009 Lifetime Achievement Award”, dated, with original signature of the person making the submission. (**Important Note:** Faxes, photocopies, e-mails, or plain paper notes cannot be accepted.)
- No more than three completed Heart of the Arts Award Nomination Forms and/or no more than one completed Lifetime Achievement Award Form.
- For each nominee, a written narrative of **no more than 3 paragraphs** describing the nominee’s **specific** work, activities or accomplishments for which they deserve recognition. Include the **specific** time period during which the candidate’s qualifying work, activities or accomplishments occurred.

Deadline for submission is 5:00 pm, Tuesday, August 4, 2009 to Broome County Arts Council, 31 Front Street (Decker Mansion Art & Culture Center), 2nd Floor, Binghamton, NY 13905. **This is a receipt deadline, NOT a postmark deadline.** Nominations received after 5:00 pm August 4 will not be accepted.

For further information or assistance, please contact the Broome County Arts Council at (607) 723-4620 Ext. 101 or e-mail information@bcartscouncil.com

BROOME COUNTY ARTS COUNCIL

Official Nomination Form: 2009 Heart of the Arts

Receipt Deadline: 5:00 pm, Tuesday, August 4, 2009

Nominator's Information:

Date:

Nominator's Legal Name (can be an organization)

Mailing Address

City/State/Zip Code

Daytime Phone

Evening Phone

E:mail

Contact Person: (if different from above)

Name and Title

Daytime Phone

Evening Phone

E-Mail:

- This form, completed, dated and with original signature of the person submitting the nomination. (**Important Note:** Faxes, photocopies, e-mails, or plain paper notes cannot be accepted.)
- **No more than one** completed Lifetime Achievement Award Nomination Form.
- **No more than three** completed Heart of the Arts Nomination Forms.
- For each nominee, a written narrative of **no more than 3 paragraphs** describing the nominee's **specific** work, activities or accomplishment for which they deserve recognition. Include the **specific** time period during which the candidate's qualifying work, activity or accomplishment occurred.

Heart of the Arts Nomination Form

Candidate Legal Name and Title (if any. Please ensure correct spelling)

Candidate Stage or Professional Name (if any)

Candidate Mailing Address

City/State/Zip Code

Candidate Daytime Phone

Evening Phone

Candidate E-mail

Attach submission narrative, using the outline below. Please use the following guidelines to prepare your narrative:

- Type and single space - **not to exceed three (3) paragraphs.**
- Write clearly and concisely
- Use the headings provided below

Submission Narrative Outline

1. **Summary**

Please summarize why the candidate deserves recognition in one, concise sentence. In a second, short sentence, indicate how you know the candidate.

2. **Description**

Describe the candidate's **specific** qualifying artistic work, activities or accomplishments. Include the **specific** time period(s) during which the candidate's qualifying work, activities or accomplishment occurred. Remember to include pertinent examples that show the impact of the candidate's contribution to the arts, beyond his/her own career success and/or celebrity.

3. **Community Benefit**

How has the candidate's artistic work or other qualifying accomplishment benefited the community?

Lifetime Achievement Nomination Form

Candidate Legal Name and Title (if any. Please ensure correct spelling)

Candidate Stage or Professional Name (if any)

Candidate Mailing Address

City/State/Zip Code

Candidate Daytime Phone

Evening Phone

Candidate E-mail

Attach submission narrative, using the outline below. Please use the following guidelines to prepare your narrative:

- Type and single space - **not to exceed three (3) paragraphs.**
- Write clearly and concisely
- Use the headings provided below

Submission Narrative Outline

1. **Summary**

Please summarize why the candidate deserves recognition in one, concise sentence. In a second, short sentence, indicate how you know the candidate.

2. **Description**

Describe the candidate's **specific** qualifying artistic work, activities or accomplishments. Include the **specific** time period(s) during which the candidate's qualifying work, activities or accomplishment occurred. Remember to include pertinent examples that show the impact of the candidate's contribution to the arts, beyond his/her own career success and/or celebrity.

3. **Community Benefit**

How has the candidate's artistic work or other qualifying accomplishment benefited the community?