



AWARDS FOR EXCELLENCE IN ECONOMIC DEVELOPMENT 2020

1. OVERVIEW

The **South African Economic Development Excellence Awards – SA ED Awards 2020** will recognize innovative economic development strategies of national significance. The Awards are designed to showcase best practices and highlight outstanding results. Nominations are made in specific categories, provided below. A Selection Panel convened by GROWTHMAP INFONOMICS, will evaluate the nominations. The Awards are commemorative and will be presented in an award luncheon on the **8th October 2020**.

This brochure describes the rules and procedures governing the competition for **SA ED Awards 2020**, including eligibility, selection criteria, nomination and selection processes, and other information needed to submit a nomination. A nomination form provided on the last page must be completed and included in your nomination package.

EXCELLENCE IN ECONOMIC DEVELOPMENT AWARDS

Key Dates:

January 30, 2020 – Call for Entries
May 29, 2020 – Entry/Nomination Deadline
June - July 2020 – Judging & Nonfictions
August 28, 2020 Finalists Announced
October 8, 2020 Winners Announced

**We will contact finalists by phone and will post their names on
*#SAEDWeek Social Media pages***

**Each winner of the SA ED Awards 2020 will receive the
awards in a presentation ceremony to be held at the IDC
Conference Centre, 8 October 2020.**

2. SA ED AWARDS APPLICATION INFORMATION

GRWOTHMAP INFONOMICS and the SA Economic Development Week Partners are seeking submissions of government and community driven economic development projects/programs. The SA ED Awards will be bestowed upon the winning submission, which will be presented at the **SA ED Week in October 8, 2020**.

We all know of economic development projects locally, provincially and nationally that have made a significant contribution to their communities, but we seldom recognize them due to the time associated with the task. We would like to encourage you to take the time to review the criteria and submit your government/community/business driven economic development project today!

The format for the **SA ED Awards** is to solicit entries which will be mailed to SA ED Week organizer's postal address: SA Economic Development Week, P.O Box 783665, Sandton 2146 on or before **May 29, 2020**. The Selection Panel will review the entries based on the criteria outlined below. The panel will choose those abstracts which they feel to be the finalists.

The finalists will be contacted by **SA ED Awards** Co-ordinator no later than **July 31, 2020** if additional information is required. The Selection Panel will review those final submissions and select the winner of the **South African Economic Development Awards 2009**.

SELECTION PROCESS

GROWTHMAP INFONOMICS employees review each nomination received for completeness and adherence to the rules of the competition. Each complete and eligible nomination is forwarded to the Selection Panel to be competitively

evaluated by at least three panelists according to the selection criteria provided below.

The top three nominations in each of the award categories advance as finalists. The selection panel ranks the finalists, using the mentioned criteria. The Panel then selects the winners. If no finalist in an award category achieves the level of excellence contemplated in this award, the Panel may decide not to make an award in that category.

The Project Co-ordinator may amend the selection process from one year to the next but shall not alter the rules for a given year once the initial announcement is made.

The Project Co-ordinator and Selection Panel members reserve the right to contact nominees in order to verify information submitted or to obtain additional information necessary to evaluate the nomination.

Nominees are under no obligation to provide this information but should recognize that failure to provide the information may lower their chances of being selected as a winner.

3. NOMINEE ELIGIBILITY

Eligible nominees include:

- ✓ Local, provincial and national government;
- ✓ Development Agencies,
- ✓ Universities and SETAs; and'
- ✓ Business Chambers

RECOGNITION OF SA ED AWARD WINNERS

Award winners will be recognized at the **SA ED Awards Luncheon** at the annual **South African Economic Development Week 2020 and** will be featured on the SA Economic Development Week website. A representative from projects selected for awards is expected to attend the **Awards** ceremony at their own expense.

In recognition of their successful and noteworthy ED program, each award-winning entry will receive the following, which may include but are not limited to:

- Engraved Plaque
- National Recognition
- Press Releases
- Other Appropriate Items

ASSESSMENT CRITERIA

The judging process for the **SA ED Awards** put emphasis on the applicant providing details, which will aid the judges in making an objective assessment. The abstract will be central to the submission (limited attachments) and applicants should take care in preparing a succinct description of their submitted program, touching on the following criteria which will be used by the judges in assessing each application.

The judges will score each application up to a maximum 50 points, using the weighting description.

A.) Creativity or Innovation of the Project: Scale of 1 to 15 (highest)

Applicants should demonstrate how their program is a creative “local response to a local issue.” New approaches to problems, which are common to other communities, are valuable as models for other jurisdictions. If the subject program is an adaptation of another program, focus on the unique elements added to suite the local situation. Judges will rate this criterion based on general knowledge of economic development programming and assess the degree of originality displayed.

B.) Community Involvement—Stakeholder participation and funding: Scale of 1 to 10 (highest)

A common characteristic of successful economic development programs is that they engage multiple stakeholders to address community economic issues. Judges will consider the involvement of stakeholders, volunteers and funding described in the abstract, and assess the degree of their involvement in the development and implementation of the subject program. In particular, the judges will be looking at the relevance of the partner’s selected/recruited in the program, not merely the numbers of partners.

B.) Effectiveness of the Delivery Mechanism: Scale of 1 to 10 (highest)

Applicants should carefully describe the delivery of their program so that the judges can assess the resources, which were required (both human & financial resources) to execute the program. Judges will be looking at the cost of delivering the program, in the face of program objectives. Applicants should include a synopsis of the program budget (including in-kind contributions of partner organizations) and the staff/volunteer resources required to execute the program.

C.) Attainment of program Goals and Objectives: Scale 1 to 15 (highest)

Applicants should outline the goals and objectives and the measurement criteria used to track the success of the program. Some of the outcome's applicants may wish to comment specifically on include:

- # of jobs created / retained

- Value of capital investment

- Additional tourism revenue

- Spin off impact

- Community capacity building (i.e. new development tools introduced to the community or procedures which improve the community's capacity to respond to development interest)

- Legacy (infrastructure or community facilities) left after completion of the program

4. INSTRUCTIONS FOR SUBMITTING NOMINATIONS

- Refer to the category on the entry form and the above judging criteria.
- Complete one Entry Form for each entry and answer all the questions. **Please include 5 hard copies of your Entry Form with your submission.**
- Include any supporting material. **Please include 5 hard copies of your supporting material with your submission.**
- Your nomination should address each of the five selection criteria provided above.
- You may include **a statement totaling no more than five pages** to discuss the nominee's achievements in the stated criteria.
- Please do not include any additional materials, such as promotional materials, annual reports, etc. Such items will not be considered by the selection panel.
- Your nomination may include as many as three letters of support. Each support letter must be **attached** to your nomination. Support letters that arrive after the submission deadline or separately from your nomination will not be considered by the selection panel.

- Your nomination may include as many as three print or electronic photographs. All photographs must be **attached** to your nomination. Photographs, in any format, that arrive after the submission deadline or separately from your nomination will not be considered by the selection panel.
- A letter acknowledging receipt of your nomination will be mailed to you.
- Nominations must be received by close of business on **May 30, 2020**.

5. SA ED AWARDS FREQUENTLY ASKED QUESTIONS

1. Can my organisation apply for multiple awards?

Yes, your organisation may submit more than one entry including multiple submissions for the same category. Separate entry forms are required for each.

2. Can I use one project for multiple awards categories?

Yes, you may submit the same project for different categories. Separate entry forms are required for each.

3. My project has a lot of supplemental material - how much should I submit?

There is no limit on supplemental material, but please keep in mind that we will be receiving hundreds of entries and judges have limited time to review each entry. Submit concise material that supports your project and adds value for the judges.

4. Can I submit an entry on behalf of another organisation or person?

You may submit an entry on behalf of yourself, a colleague, or another organisation. If you are submitting on behalf of another organisation/person, you must notify the other party.

5. Do projects have to be completed in the current calendar year?

Projects and programs do not have to occur in the current calendar year. If the project is still relevant to the operations of your organisation, it will be considered a valid entry.

6. How would I know that my entry has been received?

A confirmation email will be sent upon receipt of your entry. Because of the large number of applications to be received, please allow 10 business days for

notifications. We recommend shipping your entry via a method with tracking numbers for immediate delivery confirmation.

7. If submitting more than one entry, can all the electronic copies be included on one flash drive?

Yes, you can include all electronic entries on one flash drive. Please do not submit electronic copies on CDs.

8. Can I email my entry?

No, all entries must be received in hard copy.

Further Question?

Contact Thokozani Thwala at awards@growthmap.com or 083 3888 031