

**Cooke Foundation
Beautification Award for Public Schools
Nomination Guidelines 2017**

Purpose

Children deserve to be surrounded by beauty. A beautiful environment at school is conducive to learning and encourages respect for one's school, respect for others and respect for oneself. Participation in maintaining such an environment nurtures a sense of community and develops school pride. Seeing the transformation of an environment through one's own efforts creates a sense of personal accomplishment and empowerment.

Eligibility and priorities

Nominees must be Hawaii public elementary, middle or high schools, including charter schools.

The Cooke Foundation plans to award \$5,000 in 2017 to one elementary school, one middle school and one high school that have completed projects that add significantly to the overall appearance and ambiance of the school. A total of \$15,000 will be awarded.

Please note: The Beautification Awards recognize previously completed projects. Nominations that request support for future activities will not be considered.

Participation by outside organizations, including businesses, is permitted. However, no appearance of advertising will be allowed.

Criteria

Nominations should demonstrate a significant improvement in a school's appearance through landscaping and/or other improvements in the appearance of a school's buildings and property, including such things as student artwork. The planning and execution of the beautification project should engage students in a meaningful way. Parents, faculty/staff and community members should also be involved.

A plan for maintaining the beautification project must also be developed. Maintenance of the improvements must involve participation by the school family, and may also involve participation by outside organizations.

In the event that nominations in a particular school level category do not meet the above criteria, the Trustees may consider nominations in that category from previous years which have not received an award.

Nomination procedures

Online Submission

This nomination is available for online submission. Your school must first establish an online account with the Hawaii Community Foundation to access the online nomination. Please go to <https://nexus.hawaiicommunityfoundation.org/nonprofit> to request an account or, if you already have an account, to access the online nomination.

Note

If you are requesting an account for the first time, it may take two to three days for you to receive the account information. We recommend that you request your account early to give yourself adequate time to complete the nomination by the submission deadline. If you are not able to submit your nomination online, please contact Ophelia Bitanga-Isreal, via email at obitanga-isreal@hcf-hawaii.org or call (808)566-5593, toll free from neighbor islands (888)731-3863 ext. 593.

Nomination narrative

Goals: Describe the goals of the beautification project. (Maximum 3,000 character count, single spaced)

Project: Describe why the particular project was selected (*Maximum 3,500 character count, single spaced*)

Process: Describe what students, parents, faculty, staff and others did to plan and complete the beautification project. (*Maximum 3,500 character count, single spaced*)

Project maintenance: Describe how the beautification project will be maintained over the long-term. (*Maximum 2,000 character count, single spaced*)

Additional required documents

Please upload these files (preferably in jpeg format):

“Before” photograph(s) of the project site. Images should clearly show the project site on the school campus

“After” photograph(s) of the project site. Images should clearly show the project site on the school campus

Deadlines

For nominations to be considered, they must be submitted online by clicking the "Submit" button on the final page of the nomination. Nominations **submitted by 5:00 pm (HST) on September 1, 2017** will be considered at the Board of Trustees meeting in December; decisions will be announced in January.

Contact Information

For more information, contact Ophelia Bitanga-Isreal via email at obitanga-isreal@hcf-hawaii.org or call (808) 566-5593 or toll-free from neighbor islands (888) 731-3863 ext. 593.

For technical assistance with the online application process, please contact our Help Desk.