



# Ontario Public Library Service Awards Call for Submissions Form

Please type or print clearly

<b>Name of public library</b>	
<b>Name of Chief Executive Officer</b>	
<b>Telephone</b> ( )	<b>E-mail Address</b>
<b>Population.</b> Please indicate the population category served by your public library <input type="checkbox"/> Small (Serving a population of under 25,000) <input type="checkbox"/> Medium (Serving a population of 25,001 – 100,000) <input type="checkbox"/> Large (Serving a population of 100,001 or greater)	
<b>Award.</b> For which award is this submission being made? <input type="checkbox"/> Minister's Award for Innovation (Recognizes successful new approaches that demonstrate a positive impact in a community and are of continued value to public libraries) <input type="checkbox"/> Angus Mowat Award of Excellence (Recognizes a commitment to excellence in the delivery of public library service; these services can be old or new and can be ongoing)	
<b>Project Title</b>	
<b>Team Names.</b> Name(s) of the individual(s) or partnerships responsible for planning and carrying out this project or activity	
<b>Briefly describe your project.</b> Please note that this statement will be used on the ministry website to describe your project. (Approximately 90 words or less)	

**Sharing Project Details.** Should your project be short-listed for an award, can the Ministry share the project details publicly?

Yes  No

**Photo Permissions.** If you answered 'Yes' to the above, do you have all the necessary permissions for any photos of people you may have used as part of your library's submission?

Yes  No

**Submission Guidelines**

- Submissions must be received before 5 p.m. on Friday, September 8<sup>th</sup>, 2023
- Submit only one document per submission. (This form may be inserted or sent separately)
- Submission must not exceed 5 pages or 1,250 words (this form excluded)
- We recommend that libraries make no more than three submissions per year
- A project can only be submitted for one of the two awards per year
- No physical items are to be included in the submission
- Maximum file size is 35 MB
- Supply links to video and audio recordings within your submissions, and only if they are an integral part of your project

**Please include the following information in your submission:**

**A. Summary**

- Brief project description
- Project's alignment with award descriptions (above)

**B. Project Proposal/Description**

- Project's goals and objectives
- Project's relevance to other libraries

**C. Project Management**

- Project planning, design, and implementation
- Time frame in which project was completed
- The costs involved in the project, including staff costs

**D. Outcomes/Impact**

- Method used to evaluate the project and its results
- Project's impact on library and community (provide measures)

**Optional**

Include scans of newspaper clippings, photos, letters, brochures and reviews where available. This material must be included in the body of the submission and NOT as a separate document.

Signature, Chief Executive Officer

Date

Signature, Board Chair

Date

Please direct inquiries and submissions to:

**Douglas Davey, MLIS (he/him/his)**  
Library Services Advisor  
Programs and Services Branch  
Ministry of Tourism, Culture and Sport  
douglas.davey2@ontario.ca  
416-388-7736