

DAC 2026 Award Submission

Fields marked with an * are mandatory

Applicant Information

First Name*

Last Name*

Organization*

Street Address *

Apartment/Suite

PO Box

Municipality *

Province*

Postal Code*

Contact Information

Email Address*

Telephone (Primary) *

Telephone (Alt)

Name as it should appear on award*

Project Information

Project Title*

Project Location *

Total Project Cost

Proposed Start Date (MM/DD/YYYY)

Proposed End Date (MM/DD/YYYY)

Project Category (select one only):

Leadership & Management

Economic Development

Marketing & Promotions

Public Realm

Project Scope

- **Need or Opportunity:** Briefly introduce your organization (size, staff, etc.) and explain the strategic goal this initiative aimed to address. Describe the specific need or opportunity that made this project necessary at this time.
- **Audience:** Identify the primary audience for your project, explain how they were chosen, and why this project was the right fit for them.
- **Goals & Objectives:** List 1-3 measurable objectives that align with SMART criteria (specific, measurable, achievable, realistic, timely) and focus on outcomes rather than outputs.

*In the space provided, describe your project initiative by addressing the above key questions (maximum 500 words).

Project Details

- Provide an overview of the initiative, including its development, implementation, and key contributors (partners, staff, volunteers).
- Explain how members or the public benefited from the initiative, engaged with the initiative, the benefits they received, and how accessibility was considered.
- Did you encounter any challenges in developing or operating this initiative?
- Explain how success was measured and detail the benefits delivered to the intended audience.

*In the space provided, describe your project implementation and results by addressing the above key questions (maximum 500 words).

Project Budget

Project funding sources and how they were allocated to project costs: *

- Estimated costs of each project activity.
- Project funding sources, including cash, and how they are allocated to project costs.

*In the space provided, specify the project budget.

Supplemental Materials

Attach/Include relevant supporting materials such as images, website screenshots, publications, advertisements, budgets, training materials, or marketing plans. If applicable, provide URLs and passwords for online resources for judges to access during evaluation. Compile all supplemental materials in a separate document for upload, keeping submissions concise (1-6 items per entry).

Submission Check List

- Completed the online application form and submitted the fee(s) to DAC
- Included relevant promotional materials
- Registered for the DAC annual conference where the Awards will be given out
- Patted yourself on the back for entering – congrats!

Declaration

By checking this box, I agree that the information provided on this application form and accompanying documentation is accurate to the best of my knowledge. I hereby give Downtown Atlantic Canada (DAC) authority to verify any and all information pertaining to this application.

Name

Title

Date