Michigan Association of County Drain Commissioners
2025 Awards Program | Official Entry Form

Pre-application Entry Form must be received by *5:00 PM, November 1, 2024*
Complete applications are due by *5:00 PM, December 1, 2024*

Information supplied on this form will be used to print awards and/or certificates. Please type or print the project name and the names of firms EXACTLY as they should appear on the award.

Award Winners must supply project abstract and photos electronically so that they can be posted on the MACDC website (macdc.us).

Note: Engineers, Contractors, Suppliers, or Consultants must be MACDC Members or Associate Members to be listed on the award.

Project Name: _____

Project Summary: (3-4 sentences)

Parameters to consider for the pre-application (an addl. sheet may be included) and final application narrative:

Projects should have significant storm water management implications and the Drain Commissioner should play a primary role in the success of the project

1. Purpose for the project (flooding, environmental, safety, maintenance, etc.)
2. Nature of the project (Petitioned project, drain maintenance project, etc.)
3. Specific Judging Criteria aspects particularly well encompassed by the project (criteria listed under Rules & Procedures
4. Project highlights that showcase innovation and/or excellence

Submitted by:

Applicant's Name

Address

City/State/Zip

Phone

Email

Engineer(s):

Contractor(s):

Other Firms or Individuals:

Drain Commissioner's Approval

I approve this submission to MACDC's 2025 Awards Program. The project was completed under my authority or through the authority of a Board of which I am a member. To my knowledge, the entry meets all program requirements. *Please note if intercounty drain and list other counties in Other Firms or Individuals*

Name _____

Office _____

Signature _____

Submission Checklist

- ❑ Completed Official Entry Form (due November 1)
- ❑ $50 Entry Fee (due November 1)
- ❑ Final Application narrative including photos (due December 1)

❑ Check payable to MACDC Check # _____

Card: ❑ VISA ❑ MasterCard ❑ AMEX ❑ Discover

Credit Card Number _____

Exp. Date _____ Sec. Code _____ Zip Code _____

Signature _____

Please submit a separate application for each submission.
The $50 entry fee must accompany each pre-application entry form

Michigan Association of County Drain Commissioners
2025 Awards Program | Rules and Procedures

Purpose and Goals
This Awards Program aims to:
- Recognize creative and innovative accomplishments of all scopes, sizes, and budgets, of Members and Associate Members of the Michigan Association of County Drain Commissioners (MACDC).
- Promote public awareness of the activities and contributions of MACDC, its Members and Associate Members.

Eligibility
Any MACDC Member or Associate Member may enter this Awards Program. Drain Commissioner(s) and/or Associate Member(s) may submit projects jointly or separately. Associate Members submitting separately must obtain the signature of the Drain Commissioner of record on their Entry Form.

Award Categories
MACDC's panel of judges will review submittals. Two projects will receive an *Innovation and Excellence* award. MACDC will provide one award for each winning project; recipients may purchase additional copies of the award. MACDC may also award Honorable Mention certificates to a maximum of two projects.

Schedule
- Pre-application Form Due: 5:00 PM on November 1, 2024
- Complete Application Due: 5:00 PM on December 1, 2024
- Notification of Winners: on or before January 2, 2025
- Awards Presentation: Thursday, February 13, 2025

General Criteria
1. All entries must be submitted in accordance with the rules outlined in this document.
2. The project must have been conducted under the direct authority of the Drain Commissioner or through a Board of which the Drain Commissioner is a member.
3. A Member or Associate Member may enter as many qualified projects as they wish.
4. Projects that have received awards from other organizations may be entered.
5. Projects must have been completed and in use between April 1, 2022 and December 31, 2024.
6. Entries must comply with Submission Guidelines section of this document. Failure to comply may disqualify an entry. Please read the Guidelines thoroughly.
7. MACDC Awards Committee reserves the right to determine entry eligibility.
8. MACDC Awards Committee determines the Award Category based on submitted information.

Judges and Judging Criteria
The MACDC Awards Committee will evaluate entries based on the work completed by the entering organization(s). Finalists and winners are selected based on overall project excellence. Judges will evaluate and compare projects based on the following.

Judging Criteria *(in no particular order)*:

1. Public involvement and education
2. Environmental and water quality benefits
3. Use of new materials
   (including improving/finding new uses of existing materials)
4. Use of new technologies
   (product/method/tool to solve problem)
5. Innovation
6. Complexity
7. Cost effectiveness

Note: Projects need not contain all seven of the above criteria. However, the more criteria that a project effectively encompasses, the greater consideration it will be given.

Submission Guidelines
Each entry must include:

1. Completed Official Entry Form; **forms must be signed by the Drain Commissioner** with jurisdiction over the project. **Due November 1.**
2. A non-refundable $50 Entry Fee is required for each submission. (Checks payable to Michigan Association of County Drain Commissioners). Submit with official entry form; **due November 1.**
3. A brief narrative describing the project as it relates to the Judging Criteria previously listed. The narrative should not exceed five (5) pages (10pt font size or greater). Submit at least three (3) photographs; additional photographs and other relevant material may also be submitted. The complete application packet must not exceed ten (10) pages not including cover and/or blank rear cover if utilized.
4. Application packets should be bound or stapled; Electronic submissions are preferred. **No 3-ring binders. Due December 1.**

Entry Form Due: 5:00 p.m., November 1, 2024
Final Application Due: 5:00 p.m., December 1, 2024

*****Electronic submissions are preferred*****

Email Entry Form and Final Application packet to:
admin@macdc.us

Mail Entry Form and Final Application packet to:
MACDC Awards Committee
120 N. Washington Sq., Suite 110A
Lansing, MI 48933

Public Relations
Winning Projects are honored at MACDC's Winter Conference, and are featured in Pipeline Magazine. The Awards Committee will issue a press release to publicize the Awards Program and award-winning projects. Project descriptions will be posted on the MACDC Website (macdc.us).

Special Requirements
All entries will be recognized at the 2025 Winter Conference. MACDC will host a display area. All applicants, regardless of whether they receive an award, may present graphic panels for their projects. Applicants provide a 32" x 40" graphic panel mounted on foam core. The panel should include text such as the Project Title, Drain Commissioner's Name, and a brief list of project highlights. Type size no smaller than 18 point is recommended. Photos, other graphics, and captions that illustrate project features should also be incorporated. The finished graphic panel should "tell a story" about the project. MACDC's Awards Committee recommends simple, inexpensive production for these panels.

Award Winners will be invited to make brief slide presentations highlighting their projects at a conference session on Thursday, February 13, 2025. Further information will be provided with the notification of award (on or before January 2nd). Due to time constraints, slide presentations cannot be made for projects receiving Honorable Mention.

Questions?
Contact MACDC at **517-484-9761** or admin@macdc.us