

Rules and Requirements

1. **Project Entry Due Date: Friday, August 12, 2024**

Without exception, project entry applications and supplemental uploaded materials must be submitted online no later than Friday, August 12, 2024.

2. **Applications:**

- a. Submit applications online: <https://www.sccounties.org/awards/awards-toolkit>
- b. **The completed application form serves as the written submission/project description** and will be judged as a component of the competition. Please complete each section thoroughly and thoughtfully.
- c. Counties may submit up to 5 pages of additional materials to support the application/written submission. Additional materials may include press releases, news articles, maps, data tables, graphs, brochures, etc. These items must be uploaded and submitted with the application.
- d. Counties are required to submit letters of support from each county or participating political jurisdiction (refer to Rules 3 and 4). Support letters must be uploaded and submitted with the application.
- e. Only the application and uploaded supplemental documents are due by the project entry due date. Videos, electronic files, and hyperlinked material will not be viewed by judges prior to the competition.

3. **J. Mitchell Graham Award - Number of Entries allowed and Letter of Support**

- a. Each county may submit one J. Mitchell Graham Award project entry.
- b. Project entries must include a letter of support by the county council chairman or the county chief administrative officer.

4. **Barrett Lawrimore Award – Number of Entries allowed and Letters of Support**

- a. Counties may submit multiple entries for the Barrett Lawrimore Award.
- b. Barrett Lawrimore Award applications must include letters of support from the council chairman or chief administrative officer of each participating political subdivision.

5. **Deciding Which Award Category to Enter**

Counties should consider submitting entries to the Barrett Lawrimore Memorial Competition when a county has worked cooperatively on a regional basis with another political subdivision. Regional partners may include one or more additional counties, cities, towns, districts, or councils of government. While elements of regional cooperation may also include partnerships with non-profit organizations, state agencies, private entities, or multiple departments within one county, these organizations should not be the primary partnership to meet the entry criteria for the Barrett Lawrimore Competition. When appropriate, judges reserve the right to change the award category of any application.

6. **What Constitutes a Project?**

Each entry may address either a single project or two related projects. A project is considered to be a group of associated activities. An example of two related projects would be: the construction of a parkway to reduce traffic congestion—including a comprehensive plan to mitigate its impact upon wetlands and cultural resources; and an educational program to teach children about the area's culture and history that contains material and information from a study about the impact of the parkway.

7. Project Timeframe

Projects **must be put into action or completed** within the last two completed fiscal years (FY 2022-23 or FY 2023-2024); however, they may be initiated prior to this time period.

8. Presentations

- a. During the Awards Competition, each entrant is required to present for up to 12 minutes before a panel of judges followed by a brief period for judges' questions. Judges may deduct points for presentations that exceed the strictly timed 12-minute presentation time. If a county does not present, the entry will be disqualified from the competition and will not be scored by the judges.
- b. A representative from the county submitting the entry must participate in the presentation. More than one person may present.
- c. Audience input is prohibited during presentations. All speakers must be present at the podium at the start of the presentation.
- d. **Presentation Files Due September 9th:** Presenters may present using PowerPoint slides or MP4 video files. Presentation files must be submitted to SCAC no later than September 9. (Submission details will be provided to applicants). Electronic files are not required for oral presentations.
- e. Before preparing presentations, entrants should refer to the *Presentation Guidelines* document, accessible at www.sccounties.org/awards/awards-toolkit.

9. Awards Competition

- a. Date and Location: **The J. Mitchell Graham/Barrett Lawrimore Memorial Awards Competition will be held September 19th at SCETV, located at 1041 George Rogers Blvd, Columbia, 29201.**
- b. Due to space constraints, only officials from the presenting county will be allowed in the audience during oral presentations. The event will be recorded and livestreamed on SCcounties.org/livestream to a remote county audience.
- c. Nothing may be given to the judges during the oral presentation. Physical props may be used during the presentation but may not be handed to the judges. The judges will only consider the written submission and support materials received by the application deadline and content presented during the 12-minute oral presentation.

10. Selection of Winners

- a. The winner of the J. Mitchell Graham Memorial Award will be selected from all projects entered in that category. The winning project will receive the J. Mitchell Graham Cup. Additionally, an Honorable Mention may be awarded to one county from each of the following three population categories: over 150,000, between 50,000-150,000, and under 50,000.
- b. The winner of Barrett Lawrimore Memorial Regional Award will be selected from all projects entered in that category. All partnering counties from the winning project will receive a trophy.
- c. The announcement of winning and honorable mention counties, as well as a recognition of all competitors, will occur during an Awards Luncheon on October 17th at the USC Pastides Alumni Center in Columbia, S.C. The luncheon will be held in conjunction with SCAC's Fall Advocacy Conference.