



## **NOMINATION GUIDE**

The Anglicare Australia National Awards recognise outstanding services, projects and programs provided by agencies of the Anglicare Australia network, as well as individual volunteers who have made a significant contribution.

The National Awards program affirms the contribution of Anglicare agencies to the health and wellbeing of not only individuals, but also Australian society.

Profiles of Award winners from previous years appear on the Anglicare Australia website at [www.anglicare.asn.au](http://www.anglicare.asn.au) and in *The Anglicare Australia Review*.

### **AWARD CATEGORIES**

- **Excellence**
- **Innovation**
- **Partnership**
- **Volunteer Achievement**

### **NOMINATING FOR AN AWARD**

#### **Who can nominate**

All Anglicare member agencies and volunteers working in member agencies are eligible to be nominated and to nominate an Anglicare Australia member organisation or an individual for an Award. Self-nomination is acceptable for the Innovation, Excellence and Partnership categories, but not for the Volunteer Achievement category.

#### **Nominating a Volunteer**

Nominations relating to a volunteer are made via the CEO of the relevant member agency. A letter of support from someone outside the person's work area will suffice as external evaluation when nominating a volunteer.

#### **Endorsement of CEO**

Nominations are to be endorsed by the CEO or equivalent.

## External evaluation

Nominations are to be accompanied by either a summary of external evaluation (eg, summary of an accreditation report) or a Letter of Support from a source external to the member agency where the nominated program/project resides. The Letter of Support can be provided by one of the two referees (see below). For a Volunteer, a Letter of Support from someone outside the person's work area will suffice.

## Referees Statements

Two (2) referees who are familiar with the achievements of the nominated service/program/project/person are required. In the brief referee statement, details of the relationship between the referees and the nominated project/volunteer/organisation are sought.

## Photographs

Please supply at least **three (3)** high resolution [300 pixels per inch (ppi)] photographs that illustrate the service/program/project/volunteer in action. Photographs relating to award winners will be displayed in a slideshow at the Awards presentation event and posted on the Anglicare Australia website with a profile of the winning service/program/project/individual.

Privacy laws require that permission must be given by subjects who appear in photos before a photo can be used for publication. Therefore all photos submitted need to be accompanied by a completed ***Consent to Publish Photographic Image*** form available from the Anglicare Australia website ([www.anglicare.asn.au](http://www.anglicare.asn.au)).

## Submitting the Nomination

All nominations are to be submitted via the Nomination form, signed by the CEO of the member agency and accompanied by all required supporting documentation.

Please send four (4) copies of any supporting material. If submitting hard copy nomination, DO NOT bind the document/s.

Closing date is **Monday 23 July 2018**. Nomination forms are available on the Anglicare Australia's website (<http://www.anglicare.asn.au/national-conference/national-awards-2018>)

## CHECKLIST FOR SUBMITTING NOMINATION

- Nomination form (completed and signed off by CEO or equivalent)
- Nominee's supporting statement addressing judging criteria
- Referee details
- Summary/evidence of external evaluation
- 3 x Photos of project/person (high resolution: 300 ppi)
- Signed 'consent forms to publish photograph' form/s
- 4 copies of supporting material.

**CLOSING DATE: Monday 23 July 2018**

## **JUDGING**

A three member judging panel will be appointed by the Anglicare Australia Council. The Executive Director of Anglicare Australia will assist the panel. Decisions of the honorary judging panel will be final and no correspondence will be entered into in respect of any decision.

## **AWARD PRESENTATION**

The awards will be announced during the **2018 Anglicare Australia National Conference**, and will be presented at a Reception and Awards Ceremony. No financial support can be provided for an award recipient to attend the presentation. The award recipient may appoint a nominee to receive an award on their behalf. A framed certificate and a cash prize will be awarded to each award winner.

## **SEND NOMINATIONS TO:**

Nominations can be emailed to: [anglicare@anglicare.asn.au](mailto:anglicare@anglicare.asn.au)

Or posted to:

Anglicare Australia  
PO Box 4093  
AINSLIE ACT 2602  
AUSTRALIA

**By the closing date of Monday 23 July 2018**

## **JUDGING CRITERIA**

A **Helpful Hints** guide can be found on the Anglicare Australia website to help you prepare an effective nomination.

## **EXCELLENCE**

Possible areas/examples for nomination include:

- Client services
- Social justice
- Research
- Operational (IT, technical, media, HR, in-house training)
- Accountability/governance
- Quality improvement

Nomination may be for a particular service or project or for the overall service provided by the agency. The nomination must address each of the following judging criteria.

- Benefit to clients
- Impact on service delivery
- Impact on the wider community
- Benefit to organisation/staff
- Stakeholder (ie, clients/staff/funding body/community) involvement in planning/implementation (eg, consultation, design, pilot testing)
- Assessment of excellence – external, peer assessment.

## **INNOVATION**

Possible areas/examples for nomination include:

- Innovation in service delivery for improved client outcomes
- Innovation focusing on particular target groups (eg, rural/remote, indigenous, refugee/migrant, youth)
- Innovation to overcome barriers (eg, distance, language, culture, religion, generational)
- Innovation to bring about social change.

Nominations should be for a program activity directed to the client/s that yields exceptional results that would not have been achieved otherwise. Nomination must address each of the following judging criteria.

- Introduction of new ideas/approaches (demonstrate originality)
- Benefit to client/s
- Benefit to community
- Sustainability
- Adoption/interest shown by other groups/organisations.

## **PARTNERSHIP**

Possible areas/examples for nomination include:

- Regional partnerships; cooperation among government/community/industry/business/churches
- Partnership with Indigenous communities
- Agency partnerships (large agency supporting small agency; small agencies working together)
- Parish partnerships.

Nomination may be for a program or project that builds and strengthens links. The nomination must address each of the following judging criteria.

- Evidence of initiative
- Link between the partnering activity and the missions of the partners showing benefits to the clients, community and to the partner organisations
- Extent of involvement and ownership of both partnered organisations (eg, commitment of staff or parishioners to the partnering)
- Stakeholder (ie, clients/staff/funding body/community) involvement in planning/implementation (eg, consultation, design, pilot testing).

## **VOLUNTEER ACHIEVEMENT**

A nomination for an award for Volunteer Achievement is to recognise exceptional service by an individual who has made a significant contribution or significantly changed and improved the quality of services to the client or the work environment of the agency.

The nomination must address each of the following judging criteria.

- Impact on service delivery/client outcomes
- Benefit to the organisation, its services, other staff or other volunteers.

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