



HELPFUL HINTS

for filling out your Statement of Support form

1 – Read the criteria

Then read them again.

2 – Ensure the project fits the award category

Once an agency understands the criteria in each category, it needs to consider whether the project/service fits.

If an agency is uncertain about whether it fits, or where it might fit, contact Anglicare Australia on 02 6230 1775 to talk it through.

3 – Answer the criteria

Each criteria is seeking to gather specific information relating to your project/service.

As such, think carefully about whether the response to a given criteria provides the information Anglicare Australia is asking for.

When reviewing your response, ask whether the different components of the criteria have been addressed and whether someone who is not familiar with the organisation would understand how the response relates to the project.

4 – Be consistent

Make sure that throughout the application there is consistency in the way the project or service is referred to, as well as other relevant information (such as start and finish dates, numbers of participants, expected outcomes, costs etc.)

Inconsistent information makes it harder for the judge to consider the value of the project/service, as it becomes hard to know what is accurate.

5 – Use evidence

For an award nomination to stand out and catch the attention of the judges, agencies need to be able to explain very clearly why it deserves consideration, and outline the evidence to back this up.

It is important to draw a clear “line of sight” between the evidence and the proposal. Don’t simply insert long sections of text from research papers, but provide some analysis and explain briefly how the key findings of the research support the proposal.

6 – Provide a logical argument

The best nominations are those which present a clear need or issue, provide a logical argument as to how the project/service addressed this need or issue, and are clear about the target group the organisation worked with.

7 – Write drafts and have a review process

Every writer will tell you that the first draft often bears little resemblance to the final document. Nominations that have been drafted, edited and re-drafted are easy to read, free of duplication or repetition, and contain a clear and logical argument.

It can help to write a draft application, and then not look at it for a few days (for example, over a weekend).

Come back with “fresh eyes” and see if everything makes sense, or if steps of the argument were missed out. It is also very useful to have someone not familiar with the project/service read the application.

Take their feedback on board – remember that the judge may not be completely familiar with the subject matter.

8 – Use plain language

Make your nomination information as easy to read as possible. Using long words, complex language, jargon and acronyms will not necessarily make it stronger. Rather, it risks confusing the judge, making it harder for them to see the value of the project/service.

It is also important to vary sentence lengths, ensuring that each sentence is a logical progression from the last – and above all avoid rambling!

9 – Explain what success means and how it was measured.

Listing clear success measures for the project/service will make it easier for the judge to understand the impact the organisation is having.

Referees

Brief your referees on what you are applying for. Referee testimonials need to provide evidence to the judges that the referee believes your project/service demonstrates what is required for the category you have chosen (ie, innovation, excellence, partnership, volunteer achievement).

External evaluation

If available, an external evaluation will enhance your nomination because it provides the judges with substantive evidence of the project/service’s value.