

Nomination Guide and checklist

Anglicare Australia's 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 and in *The Anglicare Australia Review*.

The award categories are:

- » Excellence
- » Innovation
- » Partnership
- » Volunteer Achievement

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.

Endorsement of CEO

Nominations are to be endorsed by the CEO or equivalent.

External evidence and supporting documents

All nominations must be accompanied by the contact details of two referees. Anglicare Australia may contact the referees during the judging process.

Attaching external evidence (such as articles, letters of support, client testimonials, evaluation reports, etc) would greatly enhance your nomination.

Photographs

Nominations for the Excellence, Innovation, and Partnership categories must be accompanied by at least three (3) high resolution photographs that illustrate the service/program/project in action.

Nominations for Volunteer Achievement must be accompanied by at least two (2) high resolution photographs

Photographs relating to award winners will be posted on the Anglicare Australia website with a profile. All nominees will have photos and profiles published in the Anglicare Australia Award Nomination Handbook.

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 form. A form is available at www.anglicare.asn.au/national-conference/national-awards-2019.

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.

Awards ceremony

The awards will be announced during the 2019 Anglicare Australia National Conference, and will be presented at a Dinner 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.

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 documents.

The closing date is **Monday 22 July 2019**. Nomination forms are available on the Anglicare Australia's website at www.anglicare.asn.au/national-conference/national-awards-2019.

Nomination checklist and submission information

Before submitting your nomination, please ensure you have included:

- A completed nomination form
- The contact details of your referees
- The signature of your CEO
- High resolution photos of your nominee
- Signed consent forms for your photos

Nominations should be emailed to:

awards@anglicare.asn.au

Or posted to:

Anglicare Australia
PO Box 4093
AINSLIE ACT 2602
AUSTRALIA

Nominations must be received by the closing date of **Monday 22 July 2019**.

To request an extension on the nomination deadline, email maiya.azize@anglicare.asn.au.

Helpful Hints for your nomination

» Read the criteria

Then read them again.

» 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.

» 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.

» 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.

» 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.

» 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.

» 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!

» 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.

» **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.

» **Brief your referees**

We may contact your referees during the judging process. Make sure you 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 (i.e., innovation, excellence, partnership, volunteer achievement).