Terms of Reference
Attachment B

Award Nomination Tips

You want to nominate someone (or yourself!) or an organisation for an award because they're amazing at what they do. And we want to hear all about it.

Our Awards Panel want to help you submit the best nomination you can. As much as the Panel is assessing the nominee, it's inevitable that they're assessing the nominator's ability to write a good nomination.

So, here are some tips to help.

⇒ **Review each question**. Read and re-read each question to make sure you understand the question and provide responses that truly reflect what is being asked.

⇒ **Shining stars**. Tell us what sets the nominee apart from the rest of the pack? How do they go above and beyond?

⇒ **Focus on the Participant**. Whilst these awards are to recognise and celebrate individuals and organisations, we always want to remember why we do what we do. Use quotes from Participants to support your response.

⇒ **Results**. We want to know that all the great things that are being done are actually achieving results and outcomes. We love stats, facts and figures and action words like 'built', 'improved', 'enhanced' and empowered. In most cases, we ask for evidence and examples, so it's not enough to simply say the person/organisation/program is amazing. You need to show us why.

⇒ **Space is short**. Using dot points can help to provide short, sharp, succinct and easy to read ideas within your responses. Provide the Panel with enough detail to make an informed assessment.

⇒ **Jargon and acronyms**. You know what these will mean, but our Panel may not. Make sure you use clear, easy to understand language and explain acronyms.

⇒ **Final checks**. Have others proof read your submission to ensure: the content reads well and responds to the criteria sought and that there are **no spelling or grammatical errors**.

If you have any questions or need any assistance, please don't hesitate to email adsa@onecommunity.net.au.

Good luck!