



Award Nomination Tips

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

Our judges want to help you submit the best nomination you can. So, here are some tips to help you.

- **Answer the question.** Read and re-read each question being asked and be certain that your response truly answers what the question is asking.
- **Shining stars.** Tell us what sets the nominee above 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' and 'enhanced'.
- **Space is short.** Using dot points can help to provide short, sharp, easy to read ideas within your response.
- **Jargon and acronyms.** You know what these will mean, but our judges 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 amy@onecommunity.net.au. Good luck!