



## National Philanthropy Day®

# 2020 Award Nomination Instructions

*These awards recognize exceptional philanthropic and volunteer contributions in Colorado. The deadline for youth nominations is **May 22, 2020** and all others are due **July 13, 2020**. All Awardees will be honored **November 13, 2020**.*

*The National Philanthropy Day steering committee encourages nominations from all individuals, groups and organizations representing all regions of Colorado. The Association of Fundraising Professionals Colorado Chapter defines diversity as the seeking and achievement of a broad representation of experiences, perspectives, opinions, and cultures within philanthropy. We believe that inclusiveness is an essential source of strength and vitality.*

### **Instructions**

- Each nomination must include:
  - Nomination form
  - Nomination narrative (that answers the three questions below)
  - Two letters of support (only two letters, additional letters will not be accepted)
- If you are submitting multiple nominations, you must submit a separate nomination form for each one.
- Select only one nomination category for your nomination. Review the descriptions carefully to select the category with the best fit. Please ask DeAnn Acosta ([deann@afpcc.org](mailto:deann@afpcc.org)) for help if you are unable to determine best category.
- If the same individual or group is nominated in two award categories, the final category entered is subject to the discretion of the NPD Steering Committee. Nominators will be informed of the final category the nominee is placed. Nominators are encouraged to work together on nominations.
- **List and answer all questions** in the nomination narrative on no more than two (2) typed pages. Reasonable (3/4" or 1") margins are required.
- Nominations must include letters of support from two other organizations/individuals (not the nominee's organization) expanding on or validating the nominee's qualifications.
- Do not send a cover letter, any other attachments, or supplemental materials.
- Previous award winners are only eligible for nomination 5 award cycles after their award year. Recipient list by year available at [afpcc.org](http://afpcc.org).
- If you would like feedback on your nomination from a member of the Awards & Selection Committee (not the judges) before formally submitting your nomination, please submit your draft materials by July 1 (May 10 for youth nominations) via email with a note to that effect.

## **Nomination Narrative**

Please answer ALL the following questions. This narrative must be limited to no more than two (2) typed pages. Carefully review the award description to guide your answers.

1. What are the nominee's **specific** achievements?
2. What **impact** has the nominee had on the community through financial contributions and/or volunteerism?
3. What **leadership qualities** does the nominee possess that promote philanthropy and/or volunteerism?
4. How does the nominee adopt a spirit of **inclusion**? (*i.e. inviting broad participation, mentoring young professionals, hiring diverse applicants, etc.*)

## **Winning Nominations Have These Qualities/Elements:**

- Answer each question separately and completely; not following the nomination format diminishes a nominee's chances of being selected.
- Identify ahead of time who could provide two strong, enthusiastic letters of support – letters of support should contain **different information** than the nomination and should be customized and passionate.
- The two letters should come from **two different organizations**, neither of which is the nominee's organization. Please only submit two letters. Additional letters will not be accepted.
- Focus on Colorado efforts only.
- Add details and discuss the **specific impact** the nominee has made, describe how this person has made a difference in Colorado.
- Include data (number of people impacted, outcomes, quantitative data, etc.).
- Cite concrete examples of accomplishments.
- Generate some **excitement and enthusiasm** for your nominee in your narrative.
- Focus on ongoing activities and overall efforts.
- Research what your nominee is doing with other groups and describe it in the narrative or ask for letters of support from those groups.
- Describe how their efforts have encouraged others.
- Share some inspirational stories – **add some "heart."**
- Be descriptive – remember, the selection committee may not know your nominee, add a short history/background of the nominee.
- Nominations should be as thorough and well-written as possible; the quality of the nomination really impacts consideration by the judges.
- Allow yourself enough time to gather the information and be very specific.
- Nominations may be better received if they are not self-nominations.
- Please see the website for examples of winning nominations: [afpcc.org](http://afpcc.org).

### Specifically for Outstanding Large Business and Outstanding Small Business

- Best in these categories to NOT self-nominate, consider getting a non-profit that you support to nominate you
- Letters of support should be a testimonial to back up the nomination, stories and facts are best. You could consider having letters from employees about employee giving.
- It's good to include the percentage of corporate giving as part of the annual budget and percentage of employees involved – both in volunteering and giving.

### **Additional Details**

- Nomination criteria are current for 2020. Previous winners may have been selected and won under different guidelines. Previous award winners are only eligible for nomination five award cycles after their award year. (Recipient list by year available on [afpcc.org](http://afpcc.org))
- Nominations must be complete when submitted. No late nominations or letters of support will be accepted.
- **Complete nominations must be submitted via email to: [deann@afpcc.org](mailto:deann@afpcc.org).**
- If you do not have access to email, nominations will be accepted via US Mail, c/o AFP/CC, PO Box 24745, Denver, CO 80224. Nominations must be postmarked no later than July 15, 2019. If you submit via email, there is no need to mail a copy.
- If you have questions about the nomination process, please contact DeAnn Acosta, [deann@afpcc.org](mailto:deann@afpcc.org).
- Receipt of all nominations will be acknowledged. If you do not receive an acknowledgment by May 29, 2020 for youth nominations or July 20, 2020 for all others, please email us at [deann@afpcc.org](mailto:deann@afpcc.org).

### **DEADLINES:**

**OUTSTANDING YOUTH AND OUTSTANDING YOUTH GROUP–  
FRIDAY, MAY 22, 2020 at 5:00 PM (MST)**

**ALL OTHER CATEGORIES  
MONDAY, JULY 13, 2020 at 5:00 PM (MST)**

**Thank you for supporting National Philanthropy Day in Colorado, [afpcc.org](http://afpcc.org)**



**Questions? Contact DeAnn Acosta: [deann@afpcc.org](mailto:deann@afpcc.org)**