

WRITING A NOMINATION – TIPS AND GUIDELINES

GETTING STARTED

Firstly, you will need to create your own login profile. After doing this you will be emailed a confirmation from the awards nomination system. Once confirmed, you will be able to log back in and make updates to your nomination form right up to midnight on 28 September 2020. Even once you have hit submit, the system allows you to go back and make edits right up until the cut-off date. Feel free to take your time and at any stage in the process you can email our team at awards@globemelbourne.com.au if you have any questions.

WHAT DO I NEED IN ORDER TO PREPARE THE NOMINATION?

A strong understanding of who you are nominating.

Individual: this includes their name and pronouns with which they identify. Also, which organisations they are affiliated with, if this is applicable. Please include as many as possible, for many individuals work across multiple groups.

Organisation: we will need to know the correct name of the group so that we can reflect it correctly in our program and promotion. Many businesses and organisations use acronyms in their names, so please include both the acronym and full name where possible/appropriate.

Bio of the Individual/Organisation – 100 words (max)

This section of the form is very important, as this is the wording used to describe the nominee in our event program and pre and post event promotion.

Make the bio relevant, succinct and clearly describe the outstanding achievements for why they are being nominated. A short background on the history of the individual/organisation featuring their involvement with the LGBTIQ+ community will make for a great introduction. Follow this with achievements within the community with a specific focus on the most recent 12 months and touching on the reason for nominating. You do not have to go into great detail at this stage, treat this as a dynamic and succinct summary of the individual/organisation.

Tells us more section – Additional 100 words

This is where you can go beyond the bio as you will be asked to tell us more about the nominee. Here you can describe their achievements, qualifications, previous awards and historical moments that you were not able to fit within the 100-word bio. This also does not have to reflect the reason for nomination. It is simply more information on the individual or group.

Photo

It is important to have prepared a promotional photo of the individual or organisation for use in the program and all promotion. Please provide at least one photo but we would encourage two or three if possible. Please ensure these are high resolution (minimum 1mb). Please ensure that you have asked permission from your nominee, for their photo to be used. If you are unable to upload the photos please feel free to email them to awards@globemelbourne.com.au.

Groups/Individuals Categories

Although we have defined the categories as individual and groups below, if you believe you know of an individual who fits one of the group categories and vice versa please feel free to submit a nomination on their behalf. Our judges will still consider these on a case by case basis. In previous years we have had individuals win in group categories and groups winning individual categories.

CATEGORY SPECIFIC - WHAT IS ASKED OF YOU?

For each category there are specific questions which relate to the award for which you are nominating. We have detailed these and suggested methods of responding below.

Group / Organisation Awards

Improving Health and Wellbeing for LGBTIQ Peoples

Describe in detail how the program or project that has/or will improve health /build connection/ advocate for change in the LGBTIQ community?

What the judges will be looking for here is a clear outline of how the organisation or group has demonstrated a strong commitment to the advancement and/or empowerment of Victorian LGBTIQ+ peoples in their work and/or advocacy. It would be beneficial to focus on a recent project (last 12 months) and provide as much detail as possible as to the many elements of this project. What did the organisation do that was so special? What made it stand out to you as something that should be nominated for an award. What were the known health benefits?

Preventing Social Isolation in LGBTIQ Communities

Describe in detail the program or initiative that reduces social isolation and builds connections within the LGBTIQ communities.

This is where you need to provide as much detail as possible as to the avenues with which the organisation has worked to prevent social isolation and build connection. For example, did they develop new systems, develop new skills as a team which meant they could use more advanced technology? Did they undertake a detailed advertising campaign and online promotion of a service which reached a larger audience? What did they do specifically that helped build more connections? Provide examples where possible when this took place. You may also want to quote members of the community in this section (with their permission). Testimonials will go a long way to build a strong evidence base in a section such as this.

Outstanding Advocacy of the year

Describe the advocacy and/or social change campaign and how it has been used to shift attitudes, beliefs and behaviours.

There are still many ongoing issues facing our community and a lot of great groups/organisations out there working to change them. The who of this organisation will have been covered already in your nomination. This question is interested in the next four important factors: What, when, where and why? What was the campaign about? Provide as much detail as possible. When did this take place? Was it during an important time of the year? Was there any social or community impact as to the timing? Where is also important as it shows the nature of the campaign e.g social media, peaceful protest, print media, radio or online. Articulating the “why” is probably the most important aspect and speaks to the second part of the question. Examples of how the terrain has been shifted since the campaign, once again testimonials, survey results or news reports could be used within this section or added as attachments to your nomination to provide further evidence.

Excellence in LGBTIQ Small Business and Enterprise

(Note: There are two questions specific to the small business category)

- 1. Describe the work that the business has conducted over the past 12-months highlighting its key achievements.*

Be as specific as possible in this section of the nomination. In this section you also do not need to outline the specific LGBTIQ achievements as this is primarily focused on what the business has achieved. Focus on what they perceive as their key business or organisational achievements in the past 12-month period.

- 2. How does this work highlight excellence in the sector or industry? Provide either data, information or a case study to highlight the social impact and support that the business has provided the Victorian LGBTIQ community.*

What this question is asking is what are they doing well and how are they doing it differently? “Excellence” has various definitions between organisations, so feel free to define and detail how this business/ organisation has shown excellence in their field, be it a big or small achievement. This is also where you can start to look at the more specific benefits this business or organisation has provided to the LGBTIQ community. Try not to be scared off by the terms “data” and “case study”. This could simply be a testimonial from a customer or an online review. It could also include statistics such as how many LGBTIQ+ staff members/volunteers have worked with or been impacted by the nominee. The more detail provided here the better.

Individual Awards

Outstanding LGBTIQ Media Reporting

Describe the exceptional piece of media reporting by this individual that either celebrates LGBTIQ communities, or sheds light on current LGBTIQ issues?

The media reporting for this section can take on any format. This could be a radio program, an online video, a published piece of work or an online report. If you are unsure of whether the piece of media reporting you have in mind meets the criteria please email awards@globemelbourne.com.au. Where possible provide links to the works as part of your nomination, but where possible describe in detail the who, what, where and why of this piece of reporting and provide evidence of its impact where possible. You could also reference how you heard about the piece of work if it came to you through a channel you would not normally have used. This may show the reach of the piece beyond your standard social and professional circles.

LGBTIQ Artist of the year (2 Questions)

- 1. How does the nominee's art showcase and celebrate the Victorian LGBTIQ community? Give two examples.*

The GLOBE Community Awards team are aware that every artist is unique, and every piece of art is subjective and open to interpretation. The point of this question is to identify who are the members of our community this artist is speaking or reaching out to and why? What makes their work so insightful to those members of our community and what is it about their work they find most rewarding and impactful? You will have an opportunity as part of the nomination form to include photos of the artwork, but the judges will be more interested in hearing about why the artwork is important and how it has impacted you and your community. Once again providing testimonials with permission is encouraged here.

- 2. How does the nominee's work demonstrate creativity, a high level of professional standards, and contribute to the Victorian LGBTIQ community in their field? Give two examples.*

Another tough question regarding artwork which is generally quite subjective. Essentially, we would like you to tell us what makes their artwork special e.g have they used specific techniques which are generally seen as quite difficult? Have they used a process which takes hours of work to be able to produce said artwork? Comparing their work to other well-known artists and professionals in the field is also a great way to express their achievements in this area. Contributions to the community in their field, could be if they have provided artworks for charity auctions or fundraisers in the community. They may also have mentored members of the community or provided discounted classes or training in their chosen field to members of the community.

For the below individual Awards, the same specific question is asked for each

- **LGBTIQ Ally of the Year**

- **John Marriot LGBTIQ Sportsperson of the Year**
- **LGBTIQ Volunteer of the year**
- **LGBTIQ Person of the Year**

How much of their work or advocacy has been voluntary and focused on helping the Victorian LGBTIQ community?

Although this question applies to all the above categories, ensure your response provides a specific focus on the award for which you are nominating. What is it about the nominee's work that makes them an Ally/Sportsperson/Volunteer/LGBTIQ Person of the year?

Detail what this individual did themselves to obtain this title. Provide as much detail which speaks specifically to the role they played in this work. In this section it can sometimes be easy to start talking more broadly about the organisation or group the individual works for, but the judges will need to see what their work was specifically. Provide examples where possible and once again testimonials add to the evidence which will assist greatly in the judging process.

FURTHER QUESTIONS

For all the award categories slight variations of the below questions are asked in each nomination form.

Community benefits

What is the benefit to the LGBTIQ community? Why is this work important?

Here the judges will be looking at you to focus primarily on how the organisation or groups' work and/or advocacy has benefited and supported the development of Victorian LGBTIQ+ peoples. What was it specifically they did that benefited our community?

It will be appealing to speak more broadly of the overall benefits, but the more evidence provided in this section of the application will assist the judges to clearly identify stand out nominations. Focus on more what their intentions were, what they hoped to achieve in this section. Include the plans they had in place and the steps they were taking to get to these benefits. You will be asked to speak more to the successes of the individual/organisation later in the nomination.

Diversity and inclusion

How has the organisation/individual demonstrated a commitment and willingness to learn regarding diversity and intersectionality? Give two examples within a two-year period.

Possibly the most difficult question to answer in the nomination form. We have provided below some detail on the definition and suggestions on how these can be interpreted for any nomination.

Has the organisation created an inclusive workplace maximising diversity?

Diversity details differences in racial and ethnic, socioeconomic, geographic, and academic/professional backgrounds. People with different opinions, backgrounds (degrees and social experience), religious beliefs, political beliefs, sexual orientations, heritage and life experience.

Intersectionality is the interconnected nature of social categorizations such as race, class, and gender as they apply to a given individual or group.

Inclusion occurs when a diversity of people (e.g. of different ages, cultural backgrounds, genders) feel valued and respected, have access to opportunities and resources and can contribute their perspectives and talents to improve their organisation.

Providing two examples of the above will strengthen the nomination of your chosen organisation/individual greatly.

We have provided some questions to assist with the above.

Has the organisation/individuals actively developed a diverse and inclusive workforce through strategies, programs, policies and practices?

Have they developed innovative or highly effective strategies to increase the diversity of the workforce, which has directly enhanced the success and culture of the organisation/work they do?

Do they recognise and celebrate the benefit diverse experiences bring to the workplace, and making space for people to share these experiences safely? Demonstrating inclusive access for their staff and or clients?

Measures of success

How do you know that this program/project/individual has been successful in connecting/inspiring the Victorian LGBTIQ community? Provide examples, data and evaluation material.

Judges will want to see either the organisations or individual's success stories. What did they achieve? What was the positive impact on the community? How many people were involved? What was the result and what made it a success? Post evaluation data (facts, figures, anecdotal quotes etc.) is always useful in this section. If you can access any feedback, survey results or testimonials once again this is a great opportunity to use them.

Groups/Organisations

Please note the definition of this can be a group of individuals e.g. a pride group who have worked together to achieve something. You do not need to be a big organisation such as ANZ, Deloitte or even a registered Not-for-Profit. This can be defined as any collective of people coming together and delivering change.

Q & A RESPONSES

Excellence and the notion of excellence – How do we define and or measure that?

Everyone has their own definition of excellence. Is it what makes the nominee stand out at their organisation as an exceptional volunteer? Is it the incredible work they do independently for the organisation? Or is it the way they work as a team member within a larger group that really defines excellence.

Excellence by definition is the “quality of being outstanding or extremely good”. Which can apply to many elements of a nominee’s work and commitment to their community.

It may be worth emailing in to awards@globemelbourne.com.au to discuss your particular circumstance when working on your application.

What if a project or organisation haven’t reached the desired level of completion as yet but it is clear that it is on its way to success, can we add to this to the “measures of success” portion of the application?

Absolutely. Use this part of the application to point out the plans they have made, what are the goals they are looking to achieve, what indicators you have that these are going to be achieved and the expected results.

For individual awards it will be hard to have data and evidence to provide with these applications. Are you at a dis-advantage if you do not have any to add in with the nomination?

Each nomination will be individually judged on merit and the judges understand it is not always possible to obtain survey results and hard data on individuals. This is a great section to reach out to members of the community who know the individual, who have worked with them and impacted by their work to provide firsthand testimonials of the important work the individual has undertaken.

What is the protocol if you feel you have a nominee that fits across multiple categories? Do we submit the same nomination for each of them and let you decide which fits best?

In this case the GLOBE awards team would prefer you reach out to us to discuss these on a case by case basis at awards@globemelbourne.com.au. As each nomination has different questions and different criteria, we may ask you to submit across a couple of different categories but ask that you tailor these to the specific questions for each. We would prefer not to have multiple nominations that are the exact same wording across many categories.

What if someone else is submitting a nomination for the same person or organisation I am?

The awards team will be on the lookout for any double up nominations coming through and will be contacting the nominators to encourage you to combine your nomination forms where

appropriate. This will not only save time for our judges when it comes time to review, but it will also strengthen your application to have a combined front adding information into it.

What if you had an event planned and due to the pandemic it didn't go ahead? Can you still nominate?

Definitely. The judges will want to hear about all the incredible work that was happening in our community before the pandemic hit and the work that needed to be undertaken to cancel, postpone, pivot into an online format. As well as completely re-vamp any standard business as usual practices to ensure services could be delivered. A lot of organisations would have had to think outside the box this year to not only stay afloat but also to stay connected with their community. What plans did they have to change? What did they do to communicate this? What plans were they able to put in place to ensure their audience was still reached?

Can you look further back into an organisation/individual's past? Rather than looking at the last 12 months?

We point out the most recent 12 months a few times in the category questions as this gives the judges a recent snapshot into an organisation/individual's most recent achievements. For many of our categories it is possible and encouraged to look back further than 12 months. Some organisations/individuals have been around and working a long time within our community so where possible please feel free to highlight their amazing past achievements also.

If you are nominating an individual that belongs to an organisation. Can you use the organisation's information be used to support that individual?

As we touched on above it is always ideal to be as specific as possible to what the individual did within the organisation and what achievements they were involved in bringing about. This could be as simply put, as while nominee was with the organisation, their work led to the following list of achievements etc.