



Tips on: Writing a Convincing Nomination

Council's Excellence Awards Program

Overview

The Council's Excellence recognize outstanding individuals and groups of individuals and organizations that make a significant contribution or positive impact for residents in the region.

Writing a Convincing Nomination

The key to a well-written nomination is providing evaluators with specific information demonstrating how the individual's or group's achievements have made a positive impact on the community or the region. The number of examples is not as important as ensuring that the nominee's (or nominees') contributions match the specific award criteria, and that there are measurable results. The selection committee relies on your words and examples to "see" your nominee's achievements, attributes, and contributions. They may not know anything about your nominee's accomplishments/achievements, so detailed information is essential.

Nomination Writing Tips

WHO SHOULD YOU NOMINATE? Before you write your nomination, you must first, carefully review the award nomination criteria to determine the most appropriate person or group you would like to nominate. Ensure the individual or group meets the nomination criteria before you begin. Start the process early.

KEEP IT BRIEF Write short sentences that are concise and give specific detail. Avoid giving work history or job descriptions unless it directly relates to the award criteria. The goal is quality, not quantity.

Get Input/Ideas from Others

Get input/ideas from friends, family, neighbours and colleagues about your nominee's achievements and accomplishments before you write the nomination.

Answer the "What" and "How"

What did the nominee(s) do?

- Went above and beyond allotted time to help the community.
- Any challenges or issues encountered and overcome.
- Mentor and role model
- Making a difference
- Give specific examples.

Be clear and specific. Do not assume that the selection panel will understand the specific nature of a project or achievement without full explanations. Be specific about what the nominee(s) did and how that helped the community or those impacted by the nominee's assistance. Share examples of how your nominee has served as a role model and/or mentor for others.

How did the nominee(s) do it?

Unique characteristics such as:

- Initiative and/or leadership
- Teamwork
- Creativity and/or innovation
- Behaviors and/or attitudes
- Volunteering

Describe the amount of time and resources spent volunteering or on the project. If the project the nominee(s) is working on is still being developed or has not produced results, consider identifying major milestones completed. If this progress is not of substantial impact, consider waiting to submit the nomination until after the results/impact can be documented and supported.

What were the results and/or impacts?

This includes but not limited to the following:

- What did the nominee(s) accomplish/achieve?
- Are there specific benefits derived from those efforts?

List the nominee's specific achievements that resulted in significant positive outcomes for the community/region. Show the above and beyond. Focus on the impact of their contributions! Successful nominations have enough details to make the case for the nominee's achievement. Example - Are the numbers up from last year's or from the previous person who performed that role?

Use bulleted lists and ensure technical details are explained in such a way that non-experts will understand. Likewise, spell out/define acronyms.

Lastly, have others review the nomination for thoroughness and accuracy prior to submitting it.