

### Community Collaborators Award Nomination Guidelines

**Award Description: Community Collaborators Award** – Recognizes the partnership of two or more organizations to achieve a common goal. Nominees partnered to address a problem that could not have been solved as effectively by a single organization. Nonprofits, businesses, and individuals whose combined efforts have had a significant impact on our community are eligible. Many types of partnerships will be accepted for nomination, including but not limited to: two or more organizations collaborating on a single project or goal; one or more organizations collaborating with an elected official on a specific project or goal; a business collaborating with one or more nonprofit organizations on a common goal. At least one of the nominees must be a 501(c)(3) nonprofit organization whose programs serve Anne Arundel County.

#### Nomination Process:

- ✦ Groups may not nominate themselves.
- ✦ Nominees will receive a recognition letter from CFAAC upon receipt of the nomination form. The letter will include information on the nomination and selection process.
- ✦ A selection committee, to include local nonprofit and community leaders, will review all nominations and select the awardee.
- ✦ Following the selection, and prior to the public announcement, nominees will receive a letter notifying them of the results.

**Nomination Narrative:** Provide a written statement that includes specific information illustrating how the collaboration has made a positive impact on Anne Arundel County. Include evidence and clear examples of what makes the collaboration so exceptional. **Nominations should be limited to 500 words and include no more than three supporting documents.**

Start with a clear, direct, and specific statement of why the collaboration deserves recognition. Include enough information for the selection committee to become familiar with the details of the project, goals, and actions taken to address the problem. List the most important information in the first few sentences and then elaborate, as necessary.

**Provide specific examples that address the award description and elaborate on why the nominee's accomplishments are worthy of the award. Examples should include the activities and qualities that make this group outstanding, and that are clearly relevant to the Community Collaborators Award description.**

- WHAT did the nominee do?
  - Projects and/or activities
- HOW did they do it?
  - Initiative and/or leadership
  - Teamwork
  - Creativity and/or innovation
- WHAT were the results and/or impact?
  - What did the nominee's efforts accomplish?
  - Are there specific benefits that have derived from those efforts?

Be thorough in including all organizations that benefit from the nominee's support. This will enable the selection committee to fully understand the nominee's involvement in the community and breadth of impact. The best way to ensure that you have included everything is by asking your nominee for input!

### How to Write a Winning Nomination

- Share the big picture – collaborate with other individuals and organizations to tell your nominee’s story.
- Determine who can write the best letters of support.
- Talk with your nominee, their family, and friends. Collect as much information as possible.

## 2020 Community Collaborators Award

### Nominee:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

List of Nonprofits Supported by the Nominee: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### Nomination Submitted by:

Contact Name: \_\_\_\_\_ Title: \_\_\_\_\_

Nonprofit/Organization (if applicable): \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

### Deadline for entries is Friday, August 7, 2020.

Assemble your nomination materials, including:

- Nominee’s Contact Information
- Nominator’s Contact Information
- List of Nonprofits Supported by Nominee
- Nomination Narrative – The written statement is limited to 500 words.
- Letter(s) of Support - Up to three letters of support are welcome in addition to the written statement.
- Nomination must be submitted in its entirety by the deadline to be eligible.

**Email completed form, written statement, and supporting documents to Amy Francis at [amy@cfaac.org](mailto:amy@cfaac.org).**