

### Foundation of the Year Nomination Guidelines

**Purpose:** Award presented annually to a local Foundation (Corporate, Private or Family) with a proven record of exceptional generosity that, through direct financial support, has demonstrated outstanding civic and philanthropic responsibility and whose generosity encourages others to become philanthropic leaders, particularly in Anne Arundel County.

**Nomination Form:** The form must be completed in its entirety for the nomination to be eligible. Foundations may not nominate themselves.

#### Nomination Process:

- ✦ 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.
- ✦ At a meeting hosted by CFAAC, past recipients of the Celebration of Philanthropy Awards will review the nominations and select the 2020 recipients.
- ✦ Following the selection, and prior to the public announcement, all nominees and the nominators will receive a letter notifying them of the results.

**Criteria:** Each nominee will be scored by the selection committee based upon the responses to the four criteria listed below.

1. Significant direct gift support to more than one nonprofit organization in Anne Arundel County (30 points). Provide specific information regarding one or more grants including the amount and purpose of the gift(s).
2. Benefits to community of gift support (30 points).
3. Encouragement/motivation of others to become philanthropic leaders (30 points).
4. Philanthropic support of innovative problem-solving approaches (10 points).

**Nomination Narrative:** Provide a written statement up to 350 words for each response. The narrative should include specific information, evidence, and provide clear examples of what makes your nominee so exceptional. Nominations may include no more than three supporting documents. Please note that the selection committee is made up of past recipients of the Celebration of Philanthropy Awards.

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.

**Deadline for entries is Friday, August 7, 2020. Download and email completed form, narrative, and supporting documents to Amy Francis at [amy@cfaac.org](mailto:amy@cfaac.org).**

## 2020 Foundation of the Year

### Nomination Form

#### **Nominee:**

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

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

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: \_\_\_\_\_

Assemble your nomination materials, including:

- Nominee's Contact Information
- Nominator's Contact Information
- List of Nonprofits Supported by Nominee
- Nomination Narrative

Entries will be scored based on the response to each of the four criteria listed above. A strict word limit of 350 words per response is enforced.

- Letter(s) of Support

Up to three letters of support are welcome in addition to the narrative. Please request that letters be limited to one page.