

Outstanding Nonprofit Award Nomination Guidelines

Award Description: Outstanding Nonprofit Award – Presented to a 501c3 nonprofit organization for its achievements which reflect a strong partnership between its staff and board, and its leadership in fulfilling a mission and vision dedicated to improving the quality of life for individuals and families living in Anne Arundel County.

Nomination Process:

- ✦ Nonprofit 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 nonprofit has made a positive impact on the lives of Anne Arundel County residents. Include evidence and clear examples of what makes your nominee 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 nominee deserves recognition. Include enough information for the selection committee to become familiar with the organization and how they help to improve the quality of life for individuals and families living in Anne Arundel County. 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 nonprofit outstanding, and that are clearly relevant to the Outstanding Nonprofit 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?

Describe how others regard the nominee. Consider mentioning major awards and/or the nominee's community efforts.

Be thorough when describing how the community benefits from the nominee's efforts. 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 the nonprofit director, members of the staff and board, and clients served through its programs. Collect as much information as possible.

2020 Outstanding Nonprofit Award

Nominee:

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone Number: _____ Email: _____

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
- 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.