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| Offline Nomination Form |
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| OFFICIAL |

Contents

[Instructions 2](#_Toc96693344)

[Tips for writing your nomination 2](#_Toc96693345)

[Write succinctly 2](#_Toc96693346)

[Stand out from the crowd 2](#_Toc96693347)

[Treat the nomination like addressing key selection criteria for a job 2](#_Toc96693348)

[Make sure you answer the question 2](#_Toc96693349)

[Get someone to proofread your nomination 3](#_Toc96693350)

[Feel free to ask for help 3](#_Toc96693351)

[Checklist for submitting a nomination 3](#_Toc96693352)

[Offline nomination form 3](#_Toc96693353)

[Nomination categories and criteria 3](#_Toc96693354)

[Nominator details 7](#_Toc96693355)

[Type of nomination 7](#_Toc96693356)

[Nominee details – Individual 7](#_Toc96693357)

[Nominee details – Team / Initiative 8](#_Toc96693358)

[Nomination statement 9](#_Toc96693359)

[Writing your nomination 9](#_Toc96693360)

[Team names (for group nominations only) 11](#_Toc96693361)

[Referee details 11](#_Toc96693362)

# Instructions

* Please read the terms and conditions before you commence your nominations. This covers important information such as eligibility, the nomination process, screening and judging.
* Please note that where possible, the online nomination form must be used. You can register to use Award Force (the online nomination platform) at <https://www.dffh.vic.gov.au/victorian-disability-awards>
* The deadline for all online and offline nominations is **midnight on Tuesday, May 3.** Your email or letter containing the offline nomination form must reach us by this date.
* Give yourself at least two weeks of preparation time to submit the nomination. The checklist on page 3 will help you assess the time needed to complete this nomination.
* Complete all sections of the nomination form. We encourage you to attach a photo of the nominee with the nomination form. If you are unable to do so, this will not impact on your ability or eligibility to submit your nomination.
* You must include up to two letters of support – for example: from clients, families, team members or paid organisational staff or management – with your nomination. One referee must be from a different organisation to the nominee.
* To nominate a person for more than one category, complete a separate nomination form.
* As the nominator, you cannot nominate yourself.

# Tips for writing your nomination

## Write succinctly

The judging panel will be reading many nominations. You can help them manage this volume of information by writing clearly and concisely on your nomination form.

## Stand out from the crowd

One of the keys to writing a successful nomination is to capture the judges’ attention.

A great way to stand out is to emphasise how the nominee has demonstrated excellence, or to emphasise how they do things differently or think outside the box.

## Treat the nomination like addressing key selection criteria for a job

It’s important that you list all the relevant information within your nomination. The judges have to base their decision on what is written. If you think a certain piece of information is valid for the judges, remember to include it.

## Make sure you answer the question

Every year there are nominations which just don’t quite answer the questions. This means the judges are unable to progress these nominees as finalists or award recipients.

Make sure you read the questions carefully and take time to consider your response.

Try to use the full word count given. Use the ‘upload’ feature to provide supporting information and don’t forget to provide both referee letters.

## Get someone to proofread your nomination

While judges won’t worry about incorrect spelling or grammar, getting someone to proofread your nomination can ensure that it is easy to understand, flows well and addresses the nomination questions and eligibility criteria.

## Feel free to ask for help

The Awards secretariat is always happy to provide assistance if you get stuck. We can’t write your nomination for you, but we can share some advice about what makes a successful nomination.

For more information:

Email: [awards@dffh.vic.gov.au](mailto:awards@dhhs.vic.gov.au)

Phone: 03 8850 6164

# Checklist for submitting a nomination

The nominee has provided consent to submit this nomination

The nominee's supervisor or equivalent has endorsed this nomination

The achievement section has been answered (maximum 100 words)

The impact section has been answered (maximum 650 words)

The additional information has been answered (maximum 150 words)

Referee one letter of support has been uploaded

Referee two letter of support has been uploaded

Photo of nomination uploaded (this can be provided later)

If you have any supporting material, they have been uploaded in the relevant area

# Offline nomination form

## Nomination categories and criteria

To nominate for more than one category, complete a separate nomination form.

Please choose your award category below:

|  |  |
| --- | --- |
|  | **Emerging leader award** This award recognises an outstanding individual as an emerging leader who has made a significant contribution towards creating a more accessible and inclusive Victoria for people with disability. Nominations of people with disability in this category are strongly encouraged.  The criteria for this award are:   * A person who has made a significant contribution to creating a fairer, more inclusive Victoria for people with disability * A person whose contributions align with one or more of the State Disability Plan pillars. * A person who is under the age of 30 or has been contributing to this space for under 10 years   Examples of work may include:   * successfully influencing community attitudes or practices to promote disability pride or the inclusion of people with disability * development of new and innovative programs, or strengthening of existing programs, to promote disability pride or the inclusion of people with disability in the community * helping make long term changes to the way organisations run so that more social, economic and civic opportunities for people with disability are created. |
|  | **Excellence in creating inclusive communities**  This award recognises the contributions of an individual or group towards building an inclusive community that improves the lives of people with disability.  The criterion for this award is an individual or group who has contributed significantly to one of the following:   * changing community attitudes * improving buildings and infrastructure * enhancing communication (for example, access to the internet) * increasing the active participation of people with disability in the communities they identify with, like LGBTIQ+ Victorians, Aboriginal and Torres Strait Islander people, culturally and linguistically diverse communities and young people.   Examples of work may include:   * stand out efforts to promote positive attitudes and challenge negative stereotypes about people with disability, particularly those with intersecting identities, for example, awareness campaigns and media * improving buildings and infrastructure such as schools, shopping centres or recreational facilities so they reflect universal design principals and are more inclusive for all people with disability * improving access to digital information and data for people with disability * increasing the active participation of people with disability in the community they identify with. This may include initiatives which have influenced the practice, policy or programs of community organisations providing services to diverse groups. |
|  | **Excellence in employment outcomes**  This award recognises excellence of an individual’s or group’s contribution to creating disability-confident workforces and improving employment outcomes, resulting in economic independence and inclusion for people with disability.  The criterion for this award is an individual or group who has:   * championed positive change and taken active steps within their organisation or community, which has led to significant employment and career development opportunities and pathways for people with disability.   Examples of work may include:   * initiatives which have resulted in raised community awareness of the benefits of employing people with disability, for example media campaigns, partnerships with local businesses and employers * innovative programs or initiatives which assist people with disability gain and maintain employment and enjoy long and successful careers. |
|  | **Excellence in promoting health, housing and wellbeing**  This award recognises excellence of an individual’s or group’s contribution to improving the health and wellbeing of people with disability.  The criterion for this award is an individual or group that has contributed to one or more of the following:   * increasing the participation of people with disability in sport, recreation or leisure * promoting better health outcomes for people with disability * leading or helping to make changes to the way housing is provided, so that it is more accessible to people with disability and promotes choice and inclusion within the broader community * leading or helping to make changes to emergency health responses so they better meet the needs of people with disability during times of crisis * influencing the way that government or organisations provide health, housing, or wellbeing services so that they are more inclusive of people with disability and/or promote disability pride.   Examples of work may include:   * Tailoring sporting clubs and activities so that they are accessible for people with disability * An advocate or a health provider finding innovative ways to make services more inclusive of people with disability * A health provider providing exceptional service to people with disability during the COVID-19 pandemic, leading to better health outcomes or supports for Victorians with disability * A public health organisation implementing innovative approaches to data collection and reporting that help improve the health of people with disability in the long term. |
|  | **Excellence in promoting rights, fairness and safety**  This award recognises excellence of an individual’s or group’s contribution to assisting people with disability to speak up for their rights, prevent family violence, safeguard people with disability from abuse and neglect, and make the community a safer and fairer place for people with disability.  The criterion for this award is an individual or group who has contributed to one or more of the following:   * making Victoria a safer and more inclusive place for all people with disability. * Successfully advocating to reduce barriers to social, economic and civic participation and promote the rights, fairness and safety of people with disability * Promoting rights, fairness and safety within the justice system, including policing, the courts and prisons * Creating significant changes in organisational policy and practice that help create cultural change and safer and fairer services for people with disability   Examples of work may include:   * An education campaign that increases community safety, for example through the prevention of family violence * Implementing significant changes to a service or organisation to better support people from Aboriginal communities, LGBTIQ+ people and/or young people with disability * Implementing a co-design approach to training and education programs to ensure that people with disability are represented in the work |
|  | **Excellence in promoting disability pride**  This award recognises an individual or group that has helped foster a sense of pride in being a person with disability.  Examples of this may include:   * Calling out ableism and addressing persistent negative community attitudes about people with disability * Increasing a sense of pride in disability identity * Enhancing the voices of individuals and groups of people with disability, particularly those with intersecting experiences of discrimination * Advocating to industry, government and broader society for better recognition and understanding of the social and human rights models of disability * Creating spaces for the experiences, skills and talents of people with disability to be celebrated * Broadening the engagement in democracy and active citizenship of people with disability. |
|  | **Volunteer award**  This award recognises an individual volunteer or group of volunteers who demonstrate exceptional skill and commitment to making Victoria a more accessible and inclusive place for people with disability.  Definition: Volunteering is time willingly given for the common good and without financial gain. Volunteering supports community wellbeing and volunteering activities cover all sectors of society, leisure and hobby areas. Volunteering can be done through a formal arrangement with an organisation, or it can be informal within the community.  Volunteers are not paid but can receive reimbursement for out of pocket expenses or can receive gifts or small payments (such as honorariums).  The criterion for this award is an individual or organisation who:   * Has made significant contributions to progress the rights and inclusion of people with disability; or * Has shown a long term commitment to volunteering to support people with disability or promote disability pride; or * a volunteer who mentors or supports people with disability to be active contributors to their community.   Examples of work may include:   * a volunteer with disability, or a group made up of volunteers with disability, who work to raise community awareness of new and emerging issues that impact people with disability. * a volunteer who designs, adapts or modifies individual equipment for, or with, people with disability |
| ☐ | **Lifetime achievement honour roll**  The Lifetime achievement honour roll recognises exceptional individuals who have made a significant contribution over the past 20 years and demonstrated an outstanding commitment to the rights, participation and inclusion of Victorians with disability. People with disability are strongly encouraged to be nominated for this category.  The criterion for this award is an individual who has:   * Demonstrated outstanding commitment to the rights, participation and inclusion of Victorians with disability for 20 years or more.   Examples of work may include:   * a person who has championed the rights of people with disability and promoted their inclusion in the community, perhaps by achieving systemic change around a particular issue, contributing to significant policy change or taking a new approach to shifting community attitudes around disability * a person who has worked with local businesses to successfully promote employment pathways for people with disability * a person who has demonstrated outstanding leadership of a campaign or initiative to support long term improvement in the lives of people with disability * a person who has worked across a variety of roles within the disability sector, for example, as a leader, manager, influential thought leader or researcher, advocate and/or frontline worker, who has a strong track record of empowering people with disability and improving outcomes for people with disability in Victoria. |

# Nominator details

|  |  |
| --- | --- |
| First name |  |
| Last name |  |
| Job title |  |
| Organisation |  |
| Phone |  |
| Email |  |
| Relationship to nominee |  |

# Type of nomination

Nominations are open to individuals and groups. Circle one.

Individual Team / Initiative

I have read and accepted the Terms and Conditions of entry. I have sought help from my legal guardian/carer/parent to help me understand the terms and conditions if required. The full terms and conditions can be found on the [Disability Awards webpage](https://www.dhhs.vic.gov.au/disabilityawards) <https://www.dffh.vic.gov.au/victorian-disability-awards >.

# Nominee details – Individual

**(Complete this section for individual nominations)**

I have obtained permission from the nominee for this nomination.

I agree that the nominee's supervisor or equivalent has endorsed this nomination.

The nominee has not been a previous finalist, winner or highly commended in the Victorian Disability Awards, for work of the same nature within the last three (3) years.

Successful nominees (with prior consent) may have their award details published in channels such as media releases and other promotional materials.

|  |  |
| --- | --- |
| First name |  |
| Last name |  |
| Job title |  |
| Organisation |  |
| Phone |  |
| Email |  |
| Supervisor (or equivalent) name |  |
| Supervisor organisation |  |
| Supervisor email address |  |

# Nominee details – Team / Initiative

**(Complete this section for group nominations)**

I have obtained permission from the nominees to submit this nomination.

I agree that the team supervisor or equivalent has endorsed this nomination (this cannot be the team manager).

The nominated team or initiative has not been a previous finalist, winner or highly commended in the Victorian Disability Awards, for work of the same nature within the last three (3) years.

Successful nominees (with prior consent) may have their award details published in channels such as media releases and other promotional materials.

For team nominations, please provide contact details of a team representative.

A team could be a group, or group of organisations and is defined as:

* a number of people from the same team working on a project.
* a number of people from different teams working on the same project.
* a number of people who work towards achieving better outcomes for people with disability.

Team members must have played an active role in the outcome of the project/work being nominated.

All correspondence for team nominations will be sent to the team representative. It is the responsibility of the team representative to update all team members.

If you are the nominator you cannot be included in a team nomination as the team representative or team member.

|  |  |
| --- | --- |
| Team name |  |
| How many people are in the team? |  |
| Team representative first name |  |
| Team representative last name |  |
| Job title |  |
| Organisation |  |
| Phone |  |
| Email |  |
| Supervisor (or equivalent) name |  |
| Supervisor organisation |  |
| Supervisor email address |  |

# Nomination statement

The awards will be judged on the following evaluation criteria:

1. Relevance of the nomination to the award category **(the achievement).**
2. Demonstrated outcomes, successes and positive impact on people with a disability that could include innovative, quality or leading practice elements that distinguish the approach from others, or that could then be replicated by others **(the impact).**
3. Additional information as required that will further inform the selection criteria and may add value to the nomination. Examples of this could include, demonstrated commitment to the vision of Inclusive Victoria: State disability plan 2022–2026 to create an inclusive Victoria, which supports people with a disability to live satisfying everyday lives, and the principles in the Victorian Charter of Human Rights and Responsibilities Act 2006 and the Disability Act 2006 **(additional information).**

# Writing your nomination

Provide tangible examples of the impact and outcomes of the nominee’s work. Where possible, try to include quantitative evidence such as a percentage, number, or quantity.

Read the writing tips thoroughly in the nomination guide available at <<https://www.dffh.vic.gov.au/victorian-disability-awards>>

Include how the nominee has demonstrated excellence in improving the rights and inclusion of Victorians with disability.

Where relevant, include information on the nominee’s background and identity.

In regard to the Volunteer Award, provide the length of time the nominee has volunteered.

### The achievement:

This section provides the selection panel with summary information indicating why the nomination is being made. It should be no longer than 100 words and include the result of the contribution the person has made.

(**Note**: if the nomination is selected as an award recipient, this summary statement will be used at the award ceremony)

**Provide a summary of what the nominee has done in relation to the selected award category.**

(maximum 100 words)

|  |
| --- |
| TYPE HERE |

### The impact:

This section requires the nominator to give evidence of outcomes and the impacts of the nominee’s contribution to the community and/or people with disability. Between four (4) to ten (10) dot points must be provided to demonstrate the nominee’s impact. Concrete examples demonstrating achievement of the selection criteria should be used. An example could be a local initiative developed in collaboration with the community in response to identified need, which has been adopted by organisations in other areas.

* **As an individual:** describing how they have influenced cultural change or practice which has led to significant increases in community participation by people with disability.
* **As a group, business or organisation:** describing how they have worked in partnership with others to bring about significant changes including how they have tackled obstacles to achieve their desired outcome (does not apply to the Emerging Leader award).
* **As a leader / agent for change**: Describing how they have advocated for change within their community to make it a more accessible and inclusive place for people with disability and promotes disability pride, for example how they have influenced large-scale developments or infrastructure projects.

**Tips:**

* Demonstrate how the nominee/s has/have created change within the community or improved outcomes for people with disability
* Explain how the nominee/s has/have demonstrated excellence in their sector or community
* Provide examples that demonstrate the impact of their efforts or the work carried out.

**How has this impacted on the rights and inclusion of Victorians with disability in relation to the selected award category?**

(maximum of 650 words. Provide a minimum of four and a maximum of 10 dot points).

|  |
| --- |
| TYPE HERE |

### Additional information:

This section allows a further 150 words to provide any relevant supporting information that further informs the selection criteria and may add value to the nomination.

**Provide extra information that will add value to your nomination.**

(maximum of 150 words)

|  |
| --- |
| TYPE HERE |

# Team names (for group nominations only)

Please complete the names of your team members. Kindly ensure they agree to be nominated.

You may add extra rows if you need to include more names.

|  |  |
| --- | --- |
| Team member name 1 |  |
| Job title |  |
| Organisation |  |
| Team member name 2 |  |
| Job title |  |
| Organisation |  |
| Team member name 3 |  |
| Job title |  |
| Organisation |  |

# Referee details

* Provide contact details of two referees.
* Attach a supporting letter from each referee (maximum 300 words).
* One referee must be from a different organisation to the nominee.
* Referees must be independent from the nominator or nominee (individual or team members of a group nomination cannot be a referee).

### Referee 1

|  |  |
| --- | --- |
| Name |  |
| Job title |  |
| Organisation |  |
| Phone |  |
| Email |  |
| Relationship to nominee |  |

### Referee 2

|  |  |
| --- | --- |
| Name |  |
| Job title |  |
| Organisation |  |
| Phone |  |
| Email |  |
| Relationship to nominee |  |

The nomination form and related information will be handled in accordance with the Department of Families, Fairness and Housing Privacy Policy and the Privacy and Data Protection Act 2014.

Attachments including documents, images, video links and website links can be included in your submission but must be relevant to the nomination.

Please email or send your completed nomination form to:

**Award Secretariat**

2022 Victorian Disability Awards

Department of Families, Fairness and Housing

Level 23, 50 Lonsdale Street

Melbourne VIC 3000

Email: <[awards@dffh.vic.gov.au](mailto:awards@dhhs.vic.gov.au)>

Note: **Nominations must be received by midnight on Tuesday, 3 May 2022.**

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| To receive this document in another format, phone 8850 6164, using the National Relay Service 13 36 77 if required, or email awards@dffh.vic.gov.au  Authorised and published by the Victorian Government, 1 Treasury Place, Melbourne.  © State of Victoria, Australia, Department of Families, Fairness and Housing, March 2022.  Except where otherwise indicated, the images in this document show models and illustrative settings only, and do not necessarily depict actual services, facilities or recipients of services. This document may contain images of deceased Aboriginal and Torres Strait Islander peoples.  In this document, ‘Aboriginal’ refers to both Aboriginal and Torres Strait Islander people. ‘Indigenous’ or ‘Koori/Koorie’ is retained when part of the title of a report, program or quotation. |