

Offline nomination form

2024 Victorian Disability Awards

OFFICIAL

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# Instructions

* Use this form to nominate an individual, group or organisation for the 2024 Victorian Disability Awards.
* Please read the terms and conditions before you start your nomination. This covers important information such as eligibility, the nomination process, screening and judging.
* The deadline for all online and offline nominations is **midnight on Friday, 26 July 2024.** Your offline nomination form must reach us by this date. You can email it to awards@dffh.vic.gov.au or post it to the Department of Families, Fairness and Housing Level 25, 50 Lonsdale St, VIC 3000. Please contact the Awards Team if you are posting your nomination. You can post it or email it to awards@dffh.vic.gov.au.
* Give yourself at least two weeks of preparation time to submit the nomination. The checklist on page 3 will help you work out the time you need to complete this nomination.
* Complete all sections of the nomination form.
* You must include one letter of support with your nomination. For example: from clients, families, team members or paid organisational staff or management.
* To nominate a person or group for more than one category, complete a separate nomination form.
* As the nominator, you cannot nominate yourself.

## Write clearly

The judges will read many nominations. You can help them by writing clearly on your nomination form. Keep your answers as short as possible.

**Stand out from the crowd**

A good nomination the judges’ attention.

A great way to stand out is to focus on the good things the nominee has done or how they do things differently.

## Include all important information

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

## Make sure you answer the question

Every year, some nominations don’t answer the questions. This means the judges can’t progress these nominees as finalists or award recipients.

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

Try to use the full word count given. Don’t forget to provide a referee letter.

## Get someone to read your nomination

While judges won’t worry about incorrect spelling or grammar, getting someone to proofread your nomination makes sure it is easy to understand, flows well and answers the questions.

## Go through the checklist

Please use the checklist to make sure you have included everything.

**Feel free to ask for help**

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

For more information:

Email: awards@dffh.vic.gov.au

Phone: 03 9285 3873

# Checklist for submitting a nomination

| Checklist | Mark your selection with an X |
| --- | --- |
| The nominee has provided consent to submit this nomination  |  |
| The achievement section has been answered (maximum 100 words)  |  |
| The impact section has been answered (maximum 650 words)  |  |
| Referee letter of support has been included/attached  |  |
| Photo of nominee/s included/attached (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 an individual or group for more than one category, complete a separate nomination form.

Please choose your award category below:

| Nomination category | Criteria | Mark your selection with an X |
| --- | --- | --- |
| **Disability Pride Champion** | This award recognises an individual who: * champions every person’s unique identity and portrays a positive, modern day role model for people with disability in the community.
* works to increase participation of all people with disability including LGBTIQA+ Victorians, Aboriginal and Torres Strait Islander people, people from diverse cultural and non-English speaking backgrounds and young people.
 |  |
| **Advocacy for people (including Self Advocacy)** | This award recognises a person, a group or an organisation that:* promotes disability rights, voice and representation
* and assists individuals to speak up for their rights and supports individuals to call for change to make everyday life safer, more inclusive and accessible for everyone.
 |  |
| **Leadership in Co-design** | This award recognises:* a person, group or organisation who has championed co-design and promoted the use of co-design, or
* a person, group or organisation that has used co-design with people with disability to enhance the lives of people with disability.
* co-designing adaptive sports and recreation programs for people with disabilities.
 |  |
| **Lifetime Achievement Award** | This award honours a Victorian person with disability who has made a long-term commitment to championing disability rights and inclusion.This award is for an individual who has done any of the following:* championed the rights of people with disability and created change through advocacy, activism, or engagement
* created opportunities to celebrate the accomplishments and achievements of people with disability
* demonstrated leadership in developing opportunities for emerging and future leaders in the disability community
* worked for change at a local level, advocating for and delivering outcomes for people with disability in their community.
 |  |

# Nominator details

| Information required | information about the nominator |
| --- | --- |
| First name |  |
| Last name |  |
| Job title |  |
| Organisation |  |
| Phone |  |
| Email |  |
| Relationship to nominee |  |

# Type of nomination

Nominations are open to individuals and groups.

| Type | Mark one with an X |
| --- | --- |
| Individual |  |
| Group or organisation  |  |

# Accept the terms and conditions

The full terms and conditions can be found on the [Disability Awards webpage](https://www.dffh.vic.gov.au/victorian-disability-awards) https://www.dffh.vic.gov.au/victorian-disability-awards.

|  |  |
| --- | --- |
| Checklist | Please mark with an X if you Accept the terms and conditions |
| 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.  |  |

# Nominee details – Individual

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

| Checklist | Mark with an X |
| --- | --- |
| 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.

|  |  |
| --- | --- |
| Information required | Information about the nominee |
| First name |  |
| Last name |  |
| Job title |  |
| Organisation |  |
| Phone |  |
| Email |  |

# Nominee details – group or organisation

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

| Checklist | Mark with an X |
| --- | --- |
| I have obtained permission from the nominees to submit this nomination. |  |
| The nominated group or organisation 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 group/organisation nominations, please provide contact details of a group/organisation representative.

A group/organisation is defined as:

* a number of people from the same group working on a project
* a number of people who work together in an organisation

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

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

If you are the nominator, you cannot be included in a group/organisation nomination as the group/organisation representative.

| Information required | Information about the group/organisation |
| --- | --- |
| Team name |  |
| How many people are in the team? |  |
| Team representative first name |  |
| Team representative last name |  |
| Job title |  |
| Organisation  |  |
| Phone |  |
| Email |  |

# Nomination statement

The awards will be judged on the following evaluation criteria:

* Relevance of the nomination to the award category **(the achievement).**
* Positive Impact: The positive effects on people with disability. This can include new and innovative ideas, making changes that improve the lives of people with disability, leading activities or discussion about key issues for people, high-quality work, or leading practices that stand out and can be copied by others **(the impact).**

# 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.

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

## The achievement:

This section gives the selection panel summary information about 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)  |
| --- |
|  |

##  The impact:

This section requires the nominator to give evidence of outcomes and the impacts of the nominee’s contribution to 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:** describe how have they influenced cultural change or practices that increased community participation or inclusion of people with disability.
* **As a group, business or organisation:** describe how they partnered with people with disability to bring about significant changes and overcame obstacles.
* **As a leader / agent for change**: describe how they have advocated for change within their community to make it a more accessible and inclusive and how they have promoted disability pride

**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 leadership in their sector or community
* Provide examples that demonstrate the impact of their efforts or work.

| How has this impacted on the rights and inclusion of Victorians with disability in relation to the selected award category? (maximum of 450 words. Provide a minimum of four and a maximum of 10 dot points). |
| --- |
|  |

# Group/Organisation member names - for group nominations only

Please complete the names of your group/organisation members. Kindly ensure they agree to be nominated.

You may add attach another sheet with additional names if needed.

## Group/organisation member 1

|  |  |
| --- | --- |
| Information required | Information about group/organisation 1 |
| Group/Organisation member name 1 |  |
| Job title |  |
| Organisation |  |

## Group/organisation member 2

|  |  |
| --- | --- |
| Information required | Information about group/organisation 2 |
| Group/Organisation member name 1 |  |
| Job title |  |
| Organisation |  |

## Group/organisation member 3

|  |  |
| --- | --- |
| Information required | Information about group/organisation 3 |
| Group/Organisation member name 1 |  |
| Job title |  |
| Organisation |  |

#

# Referee details

Provide contact details a referee.

* Attach a supporting letter from referee (maximum 300 words).
* Referee must be independent from the nominator or nominee (individual or group/organisation members of a group/organisation nomination cannot be a referee).

| Information required | Information about the referee |
| --- | --- |
| 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*.

The Department of Families, Fairness and Housing (the department) is committed to protecting your privacy. The department collects and handles personal information in this form for the sole purpose of registering your nomination for the Victorian Disability Awards, operated by the department.

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 Team**

2024 Victorian Disability Awards

Department of Families, Fairness and Housing

Level 25, 50 Lonsdale Street

Melbourne VIC 3000

Email: awards@dffh.vic.gov.au

Note: Please contact the Award Team if you are posting your nomination. **Nominations must be received by midnight on Friday, 26 July 2024.**