



NOMINATION GUIDE 2018

NOMINATING FOR THE DIANA AWARD

The Diana Award is bestowed upon inspiring, courageous, compassionate young people, positively transforming the lives of others in Diana, Princess of Wales' memory and legacy.

This nomination guide will help you complete the nomination form and assist you in providing the information we require. Remember, the more information you include the better chance your nomination has of being successful.

You can nominate online at diana-award.org.uk/nominate and if you have any questions please get in touch with the Awards Team via the information below.

Please note you cannot begin a nomination online and complete it at a later date (drafts cannot be saved) so we recommend reviewing this guide thoroughly before you begin the nomination form online.

Email: awards-info@diana-award.org.uk
Phone: 0203 934 2160 (Ex 2004)



CONTENTS

04 – 05	Nominator check List
06 – 08	Completing the nomination form
09 – 12	Criteria & guidance questions
13 – 14	Supporting evidence & next steps
15	Key Dates
16	Get in touch



NOMINATOR_ CHECK LIST



NOMINATOR CHECKLIST

Before completing your nomination form ensure to consult the checklist provided below – if all criteria on this checklist are not met your nomination will not be assessed.

Nominator Checklist:

- I know the nominee(s) in a professional capacity (i.e. I am not a family member)
- As nominator I will not enter myself as the beneficiary or reference provider
- My nominee(s) are all aged 9-18 years
- My nominee(s) have been carrying out their activities for a minimum of 12 months
- I have completed all sections in the nomination form
- I have provided a supporting testimonial from a direct beneficiary of my nominee(s')



COMPLETING THE NOMINATIONS FORM



COMPLETING THE NOMINATIONS FORM

Sections 1-3

Section 1: Nominator Information

You will be required to provide your full name, job title, relationship to nominee, phone number and email. Please note if you do not know the nominee in a professional capacity (teacher, youth worker etc.) then unfortunately your nomination will be invalid. If you are a family member we suggest finding someone who knows your nominee in a professional capacity and is aware of the activities they have been carrying out. This could include a school teacher, other member of school staff, a youth worker, business, community or church leader. You will also be asked where you heard about us (social media/ telemarketing/ word of mouth/ ABA training event/ TV/radio/ event/ current nominating organisation).

Section 2: Nominee Type

Individual or Group?

You can either nominate an individual young person or group of young people. None of your nominees can be related to the nominator and you cannot nominate yourself. There is no limit to how many young people can be nominated in one group.

Section 3: Nominee Details

As nominator, you will be required to provide the following essential information about your nominee(s): full name, date of birth, hometown, ethnic group and hard to reach reasons; (in local authority care, not in full time education, employment or training, from an economically deprived area, a refugee or asylum seeker, registered disabled, member of the travelling community, or on free school meals). It is not essential to provide phone numbers or emails for your young people but doing so will ensure they are signed up to opportunities through our ongoing youth programmes.



COMPLETING THE NOMINATION FORM

Sections 4-5

Section 4: Organisation Details

You will be required to provide your organisation's name, postal address, phone number and email most closely associated with the young person. Note that if your nomination is successful this is the organisation that will be displayed on the Diana Award certificate. You will also need to specify the organisation type (school/ not-for-profit/ government organisation/ other please specify).

Section 5: Shine a Spotlight on your Nominee

This is the main body of the nomination form. You will have a word limit for each section so please be as informative and concise as possible.

Opening Statement: Please provide a statement encompassing why you are nominating your nominee(s) and the impact that their work has had on the lives of others or to a certain cause (note: if your nomination is successful this statement will be used for press and publicity so make this shine!)

Tips:

Try to include the **overarching theme** of the activities the young person is involved in rather than listing each different activity to maximize your word count.

Make sure to include **the impact of your nominee(s) activities** (i.e. what has the result been e.g. money raised through fundraising or people reached through campaigning). It's really important to be passionate in this section!



CRITERIA & GUIDANCE QUESTIONS

When completing the main sections you will be asked for evidence to demonstrate how your nominee(s) have achieved set criteria. Use the guidance questions to help you in each section and the notes and examples in the tables to help you further.



CRITERION

GUIDANCE QUESTIONS

Vision

Demonstrates commitment and passion to the cause evidenced through their service to that cause and through social action

What selfless activities has your nominee(s) undertaken and for what cause(s)?

Include the specific activities you are nominating for (e.g. forms of voluntary or fundraising work for charity, anti-bullying activities being carried out in school or online, or the type of care work being carried out in the community).

Why did your nominee(s) decide to get involved in their chosen cause(s)?

What sparked their interest to get involved in the first place? Why are they passionate about the cause?

Social Impact

Creates positive social change that is of benefit to the wider community

Describe the impact your nominee(s) activities have had on the lives of others.

Examples of impact for different types of social action could include:

Fundraising – total amounts of funds raised for a cause and what the funds will be used for. Volunteering – relieving teacher’s time in class through classroom assistance or providing assistance in a charity shop.

Anti-Bullying – statistics related to a fall in bullying, statements from school pupils who say they feel safer in school or the number of school pupils worked with to raise awareness of bullying. Campaigning – numbers of people reached through the campaign and numbers of people who have taken action as a result of the campaign.

Care work – improvements in quality of life for those that have been cared for.



CRITERION

GUIDANCE QUESTIONS

Inspiring Others

Through their positive attitude and passionate approach to life they are a role model to others

Describe how your nominee(s) act as a role model to others including their peers.

Provide examples such as leading school assemblies, taking positions of leadership or responsibility, or situations where they have been looked up to by others.

Youth Led

Demonstrates how the young person(s) have led, owned and shaped the activities you are nominating them for

How has the nominee(s) taken ownership of their activities? Did they initiate their chosen activities on their own accord?

If not or if they are part of an existing initiative such as a peer mentoring or anti-bullying ambassador scheme; how have they gone over and above what would be expected of them or how have they shown ownership of their role?

How have your nominee(s) engaged with their networks to ensure the success of their chosen activities?

How have they worked with their school, youth group, teachers, businesses or any other person or group that may have been able to support their activities?

Describe any challenges the nominee(s) faced and how they overcame them.

Detail the personal challenges that the nominee has faced and overcome as well as the skills and personal qualities they developed to achieve success.



CRITERION

GUIDANCE QUESTIONS

Service Journey

Evidence of transformation throughout the nominee(s') service journey, including attitude, skills gained and challenges overcome

What has been the benefit to the nominee(s) as a direct result of taking part in the activity you are nominating them for?

Include any skills gained such as teamwork from working as part of a group or empathy gained from peer mentoring as well as any improvement in future prospects such as relevant career experience or relationships developed with businesses and other organisations.

Additional Information:

Please use this section to provide the judges with any additional information you feel would add value to the evidence you have already provided against the criteria.



SUPPORTING EVIDENCE & NEXT STEPS



SUPPORTING EVIDENCE & NEXT STEPS

Beneficiary:

Please upload a written statement from someone who has benefitted from your nominee(s) activities and include their full name and a contact email address. This could be any young person or adult who can personally detail the benefit they have received as a direct result of the nominee(s) actions/activities. The beneficiary cannot be the nominator and it can only be a family member if the nominee is a carer for that family member. You will be required to state the relationship of the beneficiary to the nominee.

Referee:

Please include the full name, job title, organisation, relationship to nominee and a contact email address for another adult who is not a family member of the nominee(s) who can act as a referee to provide a reference.

Next Steps:

Once you have submitted your nomination you will automatically receive a confirmation email. We will keep you up to date with the progress of your nomination as it is processed. Good luck with your nomination and please do come back to us if you would like clarification around any stage of the nomination process.



2017 – 2019 KEY DATES

September 2017

2017 – 2018 Diana Award nominations open

April 2018

The Diana Award nominations for 2018 close on 12th April

The regional judging panels will select successful nominations

May 2018

Diana Award nominees will be contacted and informed of outcome

June – November 2018

Diana Award ceremonies take place. A full list of provisional dates and locations will be updated here: <https://diana-award.org.uk/get-involved>

July 2018

Diana Award Roll of Honour will be published on 1st July

September 2018

2018 – 2019 Diana Award nominations open

March – April 2019

The Diana Award nominations for 2019 close

2019

Successful Legacy Award holders will be announced in due course



GET IN TOUCH

QUESTIONS OR CONCERNS?

For more details about the nomination process please contact:

Naomi Dixon
Awards Programme Coordinator
naomi.dixon@diana-award.org.uk
020 3934 2160 (Ext 2004)

For updates on the nomination process follow us here:

T. @DianaAward

F. /thedianaaward



