



NOMINATION GUIDE 2020

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 <https://diana-award.org.uk/award/nomination-centre/> 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: nominations@diana-award.org.uk
Phone: 0203 934 2160 (Ex 2004)



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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 in a professional capacity i.e. I am not a family member. You cannot nominate someone for a Diana Award if you are related to them, even if you also have a professional relationship with them
- As nominator I will not enter myself as the beneficiary or reference provider
- My nominee is aged 9-25 years
- My nominee has been carrying out their activities for a minimum of 12 months
- I have completed all sections in the nomination form according to the allocated word count
- I have provided a supporting testimonial from a direct beneficiary of my nominee



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 then unfortunately, your nomination will be invalid. If you are a family member, your nomination will not be accepted and 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 e.g. a school teacher, other member of school staff, a youth worker, university tutor, member of a management team, business, community or church leader.

Section 2: Nominee Information

You cannot nominate yourself for a Diana Award. Young people are nominated for the Diana Award through a retrospective nomination process only.

We believe this is special as young people do not work towards the award, rather they go about their activities with no expectation of reward.

Section 3: Nominee Details

As nominator, you will be required to provide the following essential information about your nominee: full name, age, gender, ethnic group and any hard to reach areas; (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 eligible for free school meals).



COMPLETING THE NOMINATION FORM

Sections 4-5

Section 4: Organisation Details

You will be required to provide your organisation's name, and postal address, including the region/nation/country. Note that if your nomination is successful this is the organisation name that will be displayed on the Roll of Honour on the 1st July.

Section 5: Shine a Spotlight on your Nominee

This is the main body of the nomination form so please be as informative and concise as possible.

Opening Statement: Please provide a maximum 100 word statement encompassing why you are nominating your nominee and the impact that their work has had on the lives of others or to a certain cause.



Top tips from the Judges:

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. The judges want to see a clear vision and passion that is close to the heart of your nominee.

Make sure you include evidence of the impact of your young person's activities, rather than just descriptive words. E.g. if your young person is 'inspirational' or 'passionate', show the judges evidence of this in their activities.

Make sure to include the impact of your nominee's activities. What has the result been? e.g. money raised through fundraising or people reached through campaigning.

Write in full sentences and paragraphs rather than bullet pointing. The judges want to hear their story.

Don't assume judges know the acronym/reference/organisation name you're referring to – give them some context and explain what this is.

Take your time to read things over and spell/grammar check before submitting.

Answer all sections thoroughly, but be concise; stick to the recommended word count!



CRITERIA & GUIDANCE QUESTIONS

When completing the main sections you will be asked for evidence to demonstrate how your nominee has 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. The word count is min 150 and max 300.



CRITERION	GUIDANCE QUESTIONS
<p>Vision</p> <p>Demonstrates commitment and passion to the cause evidenced through their service to that cause and through social action</p> <p>(150 – 300 word count)</p>	<p>What selfless activities has your nominee undertaken and for what cause(s)? Include the specific activities you are nominating for (e.g. forms of voluntary or fundraising work for charity, activism or campaigning, activities being carried out in school or online, or the type of care work being carried out in the community).</p> <p>Why did your nominee 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?</p>
<p>Social Impact</p> <p>Creates positive social change that is of benefit to the wider community</p> <p>(150 – 300 word count)</p>	<p>Describe the impact your nominee’s activities have had on the lives of others. Evidence this with facts. Examples of impact for different types of social action could include:</p> <p>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. 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.</p>



CRITERION	GUIDANCE QUESTIONS
<p>Inspiring Others</p> <p>Through their positive attitude and passionate approach to life they are a role model to others</p> <p>(150 – 300 word count)</p>	<p>Describe how your nominee acts 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. How have their peers been inspired by them as a consequence?</p>
<p>Youth Led</p> <p>Demonstrates how the young person has led, owned and shaped the activities you are nominating them for</p> <p>(150 – 300 word count)</p>	<p>How has the nominee 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, how have they gone over and above what would be expected of them or how have they shown ownership of their role?</p> <p>How has your nominee 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?</p>



CRITERION	GUIDANCE QUESTIONS
<p>Service Journey</p> <p>Evidence of transformation throughout the nominee’s service journey, including attitude, skills gained and challenges overcome.</p> <p>(150 – 300 word count)</p>	<p>What has been the benefit to the nominee as a direct result of taking part in the activity you are nominating them for?</p> <p>Include any skills gained such as teamwork from working as part of a group or empathy gained as well as any improvement in future prospects such as relevant career experience or relationships developed with businesses and other organisations.</p> <p>Detail the personal challenges that the nominee has faced and overcome as well as the skills and personal qualities they developed to achieve success.</p>

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/Testimonial:

Please upload a written statement (no more than 200 words) 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 who can act as a referee to provide a reference. You will be required to state if they are happy to be contacted by The Diana Award team as part of our random spot checking.

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 and if we require any additional information. Good luck with your nomination and please do come back to us if you would like clarification around any stage of the nomination process.



2019 – 2020 KEY DATES

July 2019

2019 – 2020 Diana Award nominations open 1st July.

Spring 2020

The Diana Award nominations close 12th March 2020

An external, regional judging panel will select successful nominations for the Diana Award.

May 2020

Diana Award nominees will be contacted and informed of outcome.

June – July 2020

Diana Award ceremonies take place.

July 2019

Details of the 2021 Legacy Award will be announced closer to the time.



GET IN TOUCH

QUESTIONS OR CONCERNS?

For more details about the nomination process please contact:

nominations@diana-award.org.uk
020 3934 2160 (Ext 2004)

For updates on the nomination process follow us here:

T. @DianaAward

F. /thedianaaward



