

Nomination Process

Help us recognize the outstanding individuals and organizations in our community that have given so generously to improve the lives of others. Please carefully follow the guidelines below to successfully execute the nomination process.

Guidelines

- 1. Notify the NPD Nominations Committee of your intent to nominate** by emailing the proposed nominee's name and award category to nominations@centralohioafp.org. Please do this *before* starting your nomination draft. If another individual or institution is already planning to nominate your proposed nominee, you will be connected with that party at that time. *Don't skip this step. Failing to notify the committee of your intent to nominate could result in your nomination being discarded should duplicate nominations occur.*
- 2. Assemble your nomination materials**, including:
 - **Nominator's Information**
i.e. Name, organization (if applicable), contact information
 - **Nominee's Information**
i.e. Name of individual/organization, contact information, list of other nonprofits supported by nominee
 - **Nomination Narrative**
Entries will be judged on *each* of the criteria. A strict word limit of 350 words per criterion is enforced. In addition to the required criterion, optional general information about the nominee can be submitted, but is limited to 150 words.
 - **Letter(s) of Support**
Up to three letters of support from colleagues and nonprofits are welcome in addition to the nomination application. Please request that letters be limited to one page.
- 3. Submit your final nomination materials by the March 15 deadline** via the online nomination form: <https://tinyurl.com/NPDNominations2020>. Incomplete or late nominations will not be considered. If you are unable to submit your nomination online for some reason, please contact nominations@centralohioafp.org.

Important Dates and Deadlines

Nomination Deadline	Sunday, March 15, 2020
Honoree Announcement	May 2020
NPD Luncheon Event	Tuesday, November 24, 2020

How to Write a Winning Nomination

- Collaborate with individuals at multiple organizations supported by your nominee, and share the big picture—not just what the nominee does for a single nonprofit.
- Determine who can write the *best* letters of support. Request more letters than you need, and pick the very best.
- Talk with your nominee, their family and friends. Collect as much info as possible.
- Begin now!