

NOT-FOR-PROFIT network awards 2007

www.nfpn.com.au

The Not-For-Profit Network Awards will highlight and recognise the achievements of not-for-profit organisations, people and projects in Australia and New Zealand over the preceding 12 months.

About the awards

Four awards will recognise those people, organisations and projects that have made a huge impact on achieving their organisation's vision.

Awards have a strong focus on individuals, organisations, and projects whose actions help the organisation to be more sustainable, are focused on achieving the organisation's vision, and contribute to the organisation's success. Awards are ... (drum roll please)...

Not-For-Profit Network BDO Kendalls Not-for-profit Organisation of the Year - for advances in organisational sustainability that support the organisation's vision.

Not-For-Profit Network Suncorp Investment Management CEO of the Year - for a not-for-profit leader whose vision and innovation is recognised within and without their organisation.

Not-For-Profit Network Rydges Hotels and Resorts Team Member of the Year - for a staff member or volunteer who has shown creativity, innovation and dedication to achieving the organisation's vision.

Not-For-Profit Network Software Design Group Project of the Year - for a project that has achieved buy-in from a variety of partners/supporters to help the organisation achieve its vision.

Please note that it is at the judges discretion as to whether they will award in each category.

Benefits to entrants

These awards have been designed to highlight and recognise the achievements of not-for-profit organisations and employees. You work hard, day after day, and that deserves a round of applause. By simply entering the Not-For-Profit Network Awards, your organisation will have the opportunity to evaluate and commend the hard work produced by individuals as well as group projects. Your organisation will also take a closer look at its methods for sustainability, and how to further its cause and reinforce the mission for why the organisation exists.

Our Judges

Chair of Judges: James Visser
 Judge: Kevin Burrowes
 Judge: Robyn Scott

Deadlines and dates to remember

Entries must be received to Not-For-Profit Network by Tuesday 31 July 2007.

Finalists will be advised on Thursday 1 November 2007.

Finalists are encouraged to attend the gala dinner at which awards will be presented. This will be at the International Not-for-profit Convention and Exhibition 2007, on the evening of Friday 23 November 2007.

Eligibility

People or organisations entering the awards must meet the following criteria for eligibility:

- Award must be submitted by a representative of a not-for-profit organisation.
- Nominee must be based in Australia or New Zealand.
- The submission must relate to an action, activity, project, etc occurring in the past year, although it may have been occurring for longer than the previous 12 months.
- Whichever category you are entering, your reason for recognising this person, project, or activity must work towards achieving your organisation's vision.
- You are able to enter yourself, your own organisation or project.
- You are able to enter another person, another not-for-profit organisation, or another not-for-profit project.
- Awards must be received by Not-For-Profit Network by 5pm on Tuesday 31 July 2007.
- There is an entry fee of AUD\$24 for SubscriberPlus subscribers or AUD\$74 for other nonprofits for each entry/category to cover administration costs.
- If one of our judges works for your organisation in a paid or voluntary capacity you are not eligible to enter.

Privacy

Entries remain the property of Not-For-Profit Network (NFPN). They will be viewed by judges and also staff of NFPN. If we wish to use your entry for marketing or other purposes we will first gain your permission.

How to Enter

1. Check whether you are enrolled in Not-For-Profit Network's SubscriberPlus program to work out your entry fee. If you're not sure, call us on +61 (0)7 3210 2288 or email info@nfpn.com.au.
2. Complete and return the entry form and relevant cover sheets with payment of AUD\$24 or AUD\$74 per entry.
3. Include the appropriate cover sheet with each entry.
4. Receive confirmation of receipt of your entry within seven days.
5. Nail-biting wait.

NOT-FOR-PROFIT
network

Not-For-Profit Network Awards 2007

Entry form - please return this form plus the relevant cover sheet/s.

Are you from a not-for-profit organisation?

- Yes
 No – Sorry, you are unable to enter this awards program.

Are you enrolled in Not-For-Profit Network's SubscriberPlus program?

- Yes, I will pay AUD\$24 per entry per category
 No – please subscribe me. My choice is:
 Individual Subscriber at AUD\$220 pa
 Office Subscriber at AUD\$590 pa
 National Subscriber at AUD\$1490 pa
 No, I will pay AUD\$74 per entry per category
 I'm not sure – please let me know

Your contact details

Title: _____
First name: _____
Surname: _____
Preferred name: _____
Position: _____
Organisation: _____
Telephone: _____
Fax: _____
Mobile: _____
Email: _____
Postal Address: _____

Suburb: _____
State: _____
Postcode: _____
Country:
 Australia
 New Zealand

Entry fee

Your entry fee (for each nomination in each category) can be made by credit card, cheque, or direct deposit. Please note that this fee is non-refundable. A tax invoice will be forwarded to you within 14 days.

Number of entries at AUD\$24 each: _____

Number of entries at AUD\$74 each: _____

Total: _____

Payment options

- Cheque (Payable to Not-For-Profit Network; Australian cheques only)
 Direct deposit (BSB 124050, Account number 20027536)
 Credit Card
 Visa Mastercard Bankcard
 AMEX* Diners* *3% surcharge added

Name on Card: _____

Card Number: _____

Expiry date: _____

Checklist

- I have completed this form
 I have attached one cover sheet per entry
 I have addressed my envelope to:
NFPN Awards
Not-For-Profit Network
PO Box 15135
CITY EAST QLD 4002
AUSTRALIA
 My entry will be received by NFPN by Tuesday 31 July 2007.

RYDGES
HOTELS • RESORTS



BDO
Chartered Accountants
& Advisers

SDG
SOFTWARE DESIGN GROUP

Not-For-Profit Network Awards 2007

Cover Sheet

Not-For-Profit Network BDO Kendalls
Not-for-profit Organisation of the Year

Please return one cover sheet per entry, per category, plus the entry form.

Not-For-Profit Network BDO Kendalls Not-for-profit Organisation of the Year - for advances in organisational sustainability that support the organisation's vision. Tell us how your organisation is growing, diversifying its revenue sources to increase sustainability, and ensuring that activities are directed towards achieving your organisation's vision.

Contact details of individual making the nomination:

Title: _____
 First name: _____
 Surname: _____
 Preferred name: _____
 Position: _____
 Organisation: _____
 Telephone: _____
 Fax: _____
 Mobile: _____
 Email: _____
 Postal Address: _____
 Suburb: _____
 State: _____
 Postcode: _____
 Country: _____
 Australia
 New Zealand

Contact details for organisation nominated:

Please tick if details are the same as above.

Contact person: _____
 Title: _____
 First name: _____
 Surname: _____
 Preferred name: _____
 Position: _____

Organisation: _____
 Telephone: _____
 Fax: _____
 Mobile: _____
 Email: _____
 Postal Address: _____
 Suburb: _____
 State: _____
 Postcode: _____
 Country: _____
 Australia
 New Zealand

Award entry information

On a separate sheet of A4 paper, in a maximum of 700 words, please describe why you think this nominee should win this award (please note that we need to be really strict on the word count to be fair to all, so only the first 700 words will be forwarded to the judges).

Please include:

- a focus on how the organisation's vision is being achieved through the activities focused on organisational sustainability. (e.g. we implemented XYZ activity/ies, which achieves our vision in ABC way, and improves our organisational sustainability by DEF.)
- a description by percentage of the organisation's revenue sources prior to implementation of these activities, compared with after implementation, as per this sample...

Activity/ Revenue source	2005/2006	2006/2007
ABC	80%	60%
DEF	12%	10%
GHI	3%	0%
JKL	5%	10%
MNO	0%	20%

Refer to the judging criteria for more information.

Not-For-Profit Network Awards 2007

Cover Sheet

**Not-For-Profit Network Suncorp Investment Management
CEO of the Year**

Please return one cover sheet per entry, per category, plus the entry form.

Not-For-Profit Network Suncorp Investment Management - CEO of the Year - for a not-for-profit leader whose vision and innovation is recognised within and without their organisation.

Contact details of individual making the nomination:

Title: _____

First name: _____

Surname: _____

Preferred name: _____

Position: _____

Organisation: _____

Telephone: _____

Fax: _____

Mobile: _____

Email: _____

Postal Address: _____

Suburb: _____

State: _____

Postcode: _____

Country: _____

Australia

New Zealand

Contact details for CEO nominated:

Please tick if details are the same as above.

Contact person:

Title: _____

First name: _____

Surname: _____

Preferred name: _____

Position: _____

Organisation: _____

Telephone: _____

Fax: _____

Mobile: _____

Email: _____

Postal Address: _____

Suburb: _____

State: _____

Postcode: _____

Country: _____

Australia

New Zealand

Award entry information

On a separate sheet of A4 paper, in a maximum of 700 words, please describe why you think this nominee should win this award (please note that we need to be really strict on the word count to be fair to all, so only the first 700 words will be forwarded to the judges).

Please include:

- a focus on how the CEO is driving the organisation's vision (e.g. specific projects or initiatives that have been implemented in the past 12 months), including managing projects, team and culture.

Please also include:

- up to three letters of support. Suggested supporters include colleagues, team members, board members, organisational volunteers, funders, members or clients.

Refer to the judging criteria for more information.

Not-For-Profit Network Awards 2007

Cover Sheet

**Not-For-Profit Network Rydges Hotels and Resorts
Team Member of the Year**

Please return one cover sheet per entry, per category, plus the entry form.

Not-For-Profit Network Rydges Hotels and Resorts
- Team Member of the Year - for a staff member or
volunteer who has shown creativity, innovation and
dedication to achieving the organisation's vision.

**Contact details of individual making the
nomination:**

Title: _____

First name: _____

Surname: _____

Preferred name: _____

Position: _____

Organisation: _____

Telephone: _____

Fax: _____

Mobile: _____

Email: _____

Postal Address: _____

Suburb: _____

State: _____

Postcode: _____

Country: _____

Australia

New Zealand

**Contact details for Team Member
nominated:**

Please tick if details are the same as above.

Contact person:

Title: _____

First name: _____

Surname: _____

Preferred name: _____

Position: _____

Organisation: _____

Telephone: _____

Fax: _____

Mobile: _____

Email: _____

Postal Address: _____

Suburb: _____

State: _____

Postcode: _____

Country: _____

Australia

New Zealand

Award entry information

On a separate sheet of A4 paper, in a maximum
of 700 words, please describe why you think this
nominee should win this award (please note that we
need to be really strict on the word count to be fair to
all, so only the first 700 words will be forwarded to the
judges).

Please include:

- a focus on how the team member has shown
creativity, innovation and/or dedication to achieving
the organisation's vision

Please also include:

- up to three letters of support. Suggested supporters
include colleagues, team members, managers,
board members, organisational volunteers, funders,
members or clients.

Refer to the judging criteria for more information.

Not-For-Profit Network Awards 2007

Cover Sheet

Not-For-Profit Network Software Design Group

Project of the Year

Please return one cover sheet per entry, per category, plus the entry form.

Not-For-Profit Network Software Design Group - Project of the Year - for a project that has achieved buy-in from a variety of partners/supporters to help the organisation achieve its vision. This project could be around any area - technology, volunteering, marketing, fundraising, etc, etc. We are looking for a project that has achieved buy-in from a range of stakeholders, that achieves its goals, and that helps achieve the organisation's vision.

Contact details of individual making the nomination:

Title: _____

First name: _____

Surname: _____

Preferred name: _____

Position: _____

Organisation: _____

Telephone: _____

Fax: _____

Mobile: _____

Email: _____

Postal Address: _____

Suburb: _____

State: _____

Postcode: _____

Country: _____

Australia

New Zealand

Contact details for Project nominated:

Please tick if details are the same as above.

Contact person: _____

Title: _____

First name: _____

Surname: _____

Preferred name: _____

Position: _____

Organisation: _____

Telephone: _____

Fax: _____

Mobile: _____

Email: _____

Postal Address: _____

Suburb: _____

State: _____

Postcode: _____

Country: _____

Australia

New Zealand

Award entry information

On a separate sheet of A4 paper, in a maximum of 700 words, please describe why you think this project should win this award (please note that we need to be really strict on the word count to be fair to all, so only the first 700 words will be forwarded to the judges).

Please include:

- a focus on how the organisation's vision is being achieved through this project - please provide tangible examples and data where appropriate.
- information on partners/supporters - why are they involved, and what part do they play?

Refer to the judging criteria for more information.

Not-For-Profit Network Awards 2007 Judging Criteria

Not-For-Profit Network Suncorp Investment Management CEO of the Year

- 700 word essay should describe the nominee with reference to their leadership, contribution to the organisation, and contribution to the nonprofit sector
- Demonstrate their management of the organisation ensures diversification of income from a variety of sources
- Documentary evidence of improvements in organisational sustainability under CEO's influence
- Demonstrate that income sources have a direct relevance to achieving vision, including administration and supporting costs
- Documentary Evidence - receipt of letters of support for the candidate to receive this award
- Documentary Evidence - letters of support address key criteria using examples
- Curriculum Vitae - professional development - demonstrate commitment to own professional development through education, networking and other experiences
- Curriculum Vitae - sharing experiences - demonstrate commitment to leadership through sharing information, e.g. public speaking, published articles
- Curriculum Vitae - involvement in the sector - current and previous memberships, participation in boards and committees, volunteer work
- Examples where the person has inspired and encouraged junior staff to develop themselves in the not-for-profit sector

Not-For-Profit Network Rydges Hotels and Resorts Team Member of the Year

- 700 word essay should describe key projects the nominee is involved with, their role and their contribution. It should focus on how they have shown creativity, innovation and/or dedication to achieving the organisation's vision.
- Evidence should be included to highlight how the nominee has gone beyond what is expected and how they inspire others to perform within a team environment
- Documentary Evidence - receipt of letters of support
- Documentary Evidence - letters of support include examples of leadership, passion and commitment
- Curriculum Vitae - professional development - demonstrate commitment to own professional development through education, networking and other experiences
- Curriculum Vitae - sharing experiences - demonstrate commitment to leadership through sharing information, e.g. public speaking, published articles
- Curriculum Vitae - involvement in the sector - current and previous memberships, participation in boards and committees, volunteer work

Not-For-Profit Network BDO Kendalls Not-for-profit Organisation of the Year

- 700 word essay should summarise the organisation's commitment to achieving its vision, with examples of how their activities forward the interests of stakeholders. It should also identify income sources and distribution by percentage, and growth experienced, relevant to its mission and the expectation of stakeholders..
- Demonstrate that organisation is receiving income from a variety of sources
- Demonstrate that income is well-distributed and balanced across the organisation, ensuring sufficient diversification
- Demonstrate that income sources and activities undertaken have a direct relevance to achieving vision, including administration and supporting costs - up to 10 income sources may be reviewed
- Demonstrate that income sources fulfill an identified need related to vision
- Demonstrate commitment to staff development
- Demonstrate commitment to service excellence

Not-For-Profit Network Software Design Group Project of the Year

- 700 word essay should describe the project. It should provide brief information on what partners, sponsors or supporters are involved and the role they play.
- Documentary evidence - demonstrate how need for project was identified and how it fulfills the organisation's vision.
- Documentary evidence - aims of project, describe.
- Documentary evidence - results of project, compared to aims. Expand on differences including unintended benefits that may have resulted
- Provide detail on future developments/ circumstances expected as a result of the project

Further information

- Please provide 4 copies of each nomination and attachments.
- Letters of support should include where possible a current board member, CEO and/or manager. Where external organisations are referenced a letter of support from that organisation would be beneficial, as well as stakeholders such as clients, members or donors.
- Documentary evidence - examples can include excerpts from board presentations, annual reports and internal documents. May also include published information such as newspaper articles, research reports produced by your own or other organisations, and other materials as you feel are suitable.
- Please note that entries will remain the property of Not-For-Profit Network - please send photocopies.
- The judges may at their absolute discretion, request additional information or verify information within each nomination, or form views based on what has been provided. The judges' decision shall be final and no correspondence shall be entered into.