

How to nominate for an award



CBC Group Partnership Excellence

How to nominate for an award



Endeavour Foundation wrote this document.

When you see the word 'we' or 'us' it means Endeavour Foundation.

Bold
Not bold

We have written some words in **bold**. We will explain what these words mean.



You can ask for help to read this document with someone you trust.



You can ask a friend, family member, or a support person to help you.



We want to celebrate people who work at our social enterprises and businesses who work with us.



We are having a special event to say thank you.



At this event we will give out some **awards**.

Awards are something people get for doing something great.



You can tell us who you think should get an award.



There are 5 awards that you can nominate for.



This Easy Read is for the **CBC Group Partnership Excellence award.**



This award is for a business that works closely with Endeavour Foundation.



They help people with disability find good jobs.



Do you know a business that should get this award?

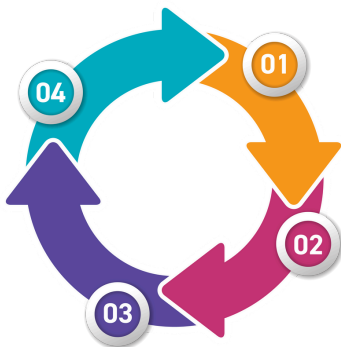


We want you to tell us which business.



We need you to **nominate** them.

Nominate is the way you tell us to make it official, or real.



There is a **process** to follow when you nominate someone.

A **process** is the steps you need to take.



You are called the **nominator**.



The business you are nominating is called the **nominee**.

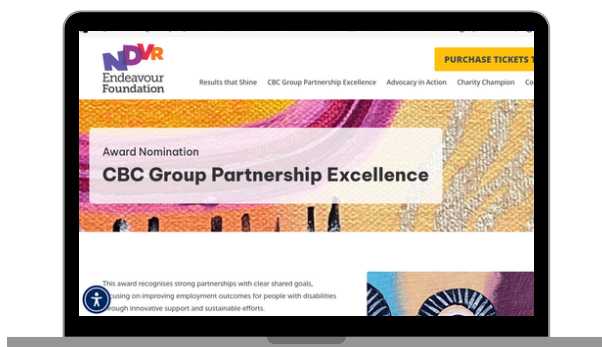


You will need to fill out a **nomination form** on the awards website.

A **nomination form** is where you write down information about the nominee.

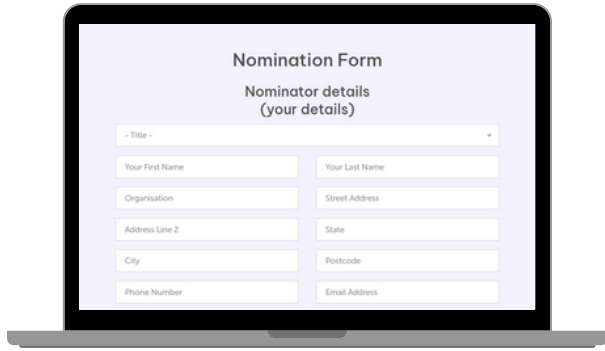


Here's how to find the nomination form and what to do.



Go to the website -

<https://fundraise.endeavour.com.au/event/business-awards/partnership-award>

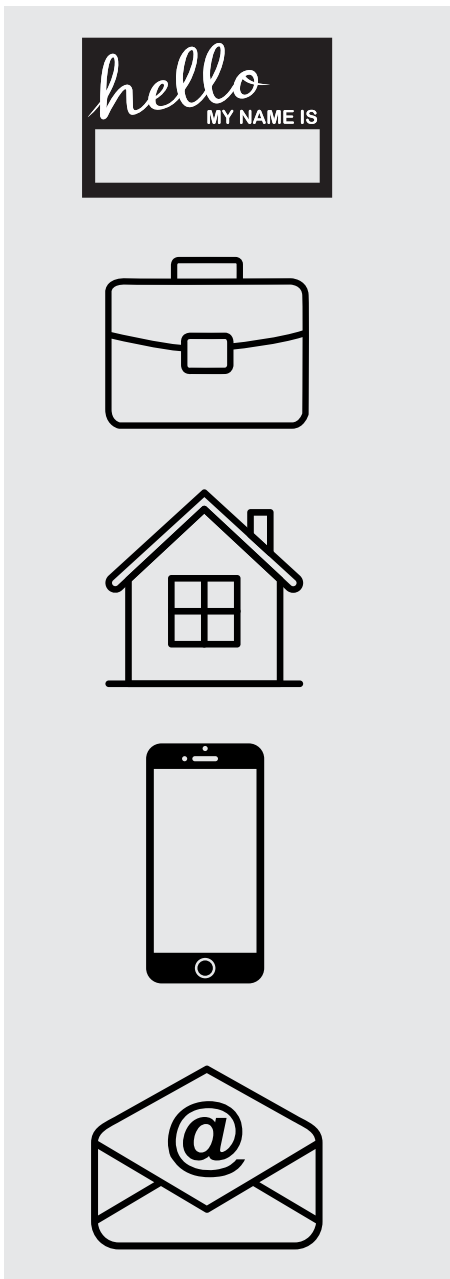


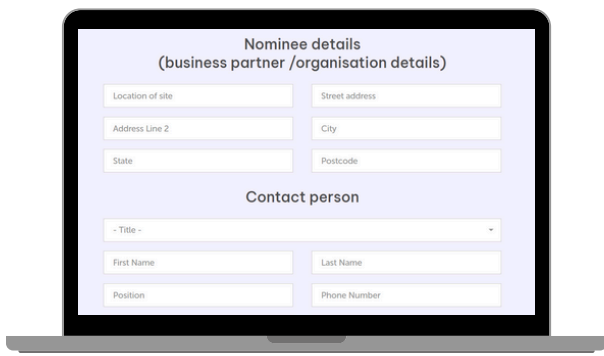
As you go to the bottom of the page, you will see the nomination form.

About you (as the nominator)

You will need to fill in:

- Your first name and your last name
- Where you work
- Your address
- Your phone number
- Your email address





Nominee details
(business partner /organisation details)

Location of site

Street address

Address Line 2

City

State

Postcode

Contact person

- Title -

First Name

Last Name

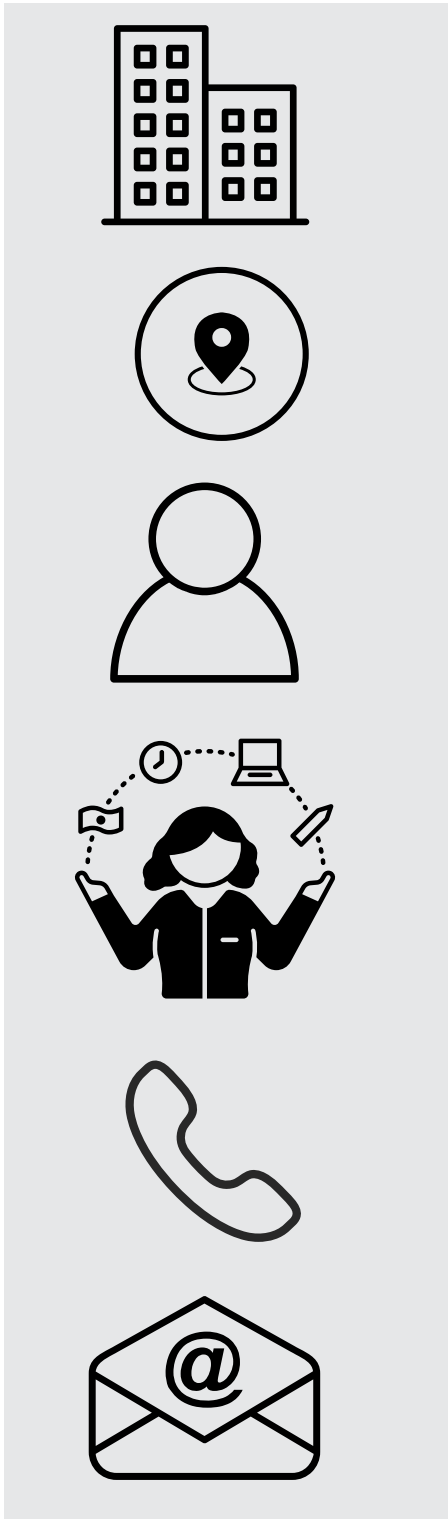
Position

Phone Number

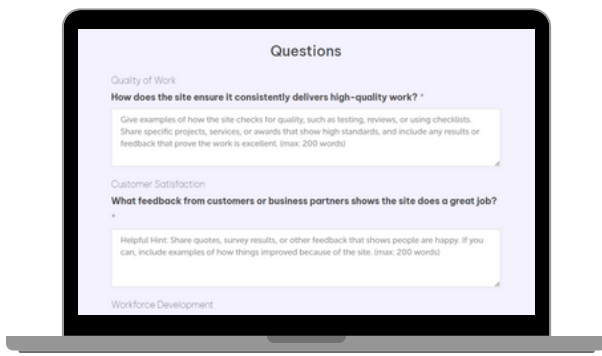
The next part is about the nominee.

About the nominee (who you are nominating)

You will need to fill in:



- The name of the business
- The business address
- The contact person at the site
- What their job is (or position)
- Their phone number
- Their email address



The next part is the questions that you need to answer.

The questions

3

There are 3 questions that you need to answer.



These questions say **partner** and **partnership** which is the same as the **business** that you want to nominate



How do the social enterprise site and partner work together to create strong teamwork?



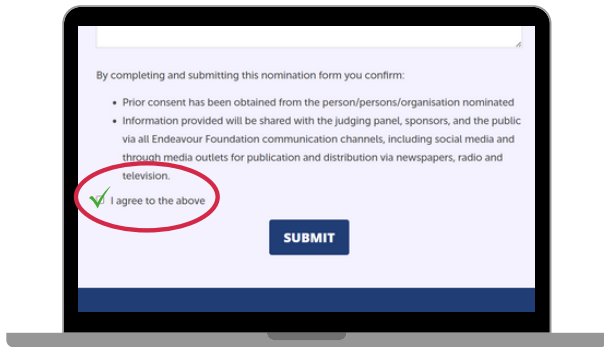
What have the site and partner done together to help people with disabilities get and keep jobs?



What new ideas or programs have helped the partnership support people with disabilities to get or keep jobs?

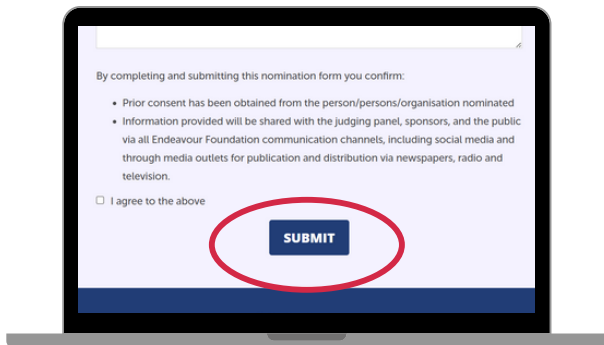


Think about how you would like to answer these questions and type your answer.



At the end of the nomination form, you need to tick the box that says that you understand:

- that your nomination will be shared with judges and
- that you've told the person that you have nominated.



When you are happy with your answers, you can click on **Submit**.



Remember, you can ask for help if you need support to fill in this form.