

# How to nominate for an award



## Community Leadership

# 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 **Community Leadership award**.



This award is for an organisation that helps in many ways.

An **organisation** is another name for a business.



They support people with disability and the whole community.





Do you know an organisation that should get this award?

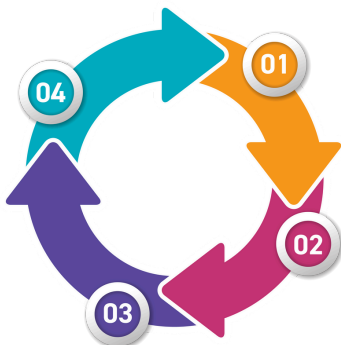


We want you to tell us which organisation.



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 organisation you are nominating is called the **nominee**.

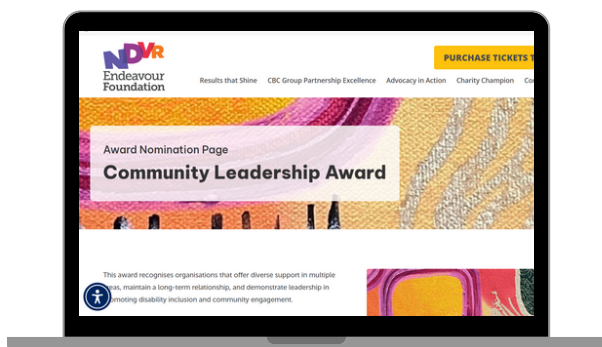


You will need to fill out a **nomination form** on the awards website.

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



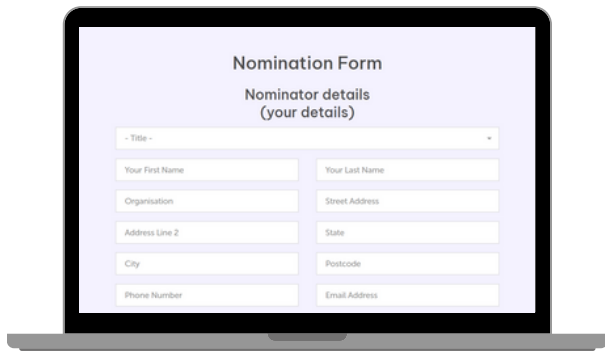
Here's how to find the nomination form and what to do.



Go to the website -

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



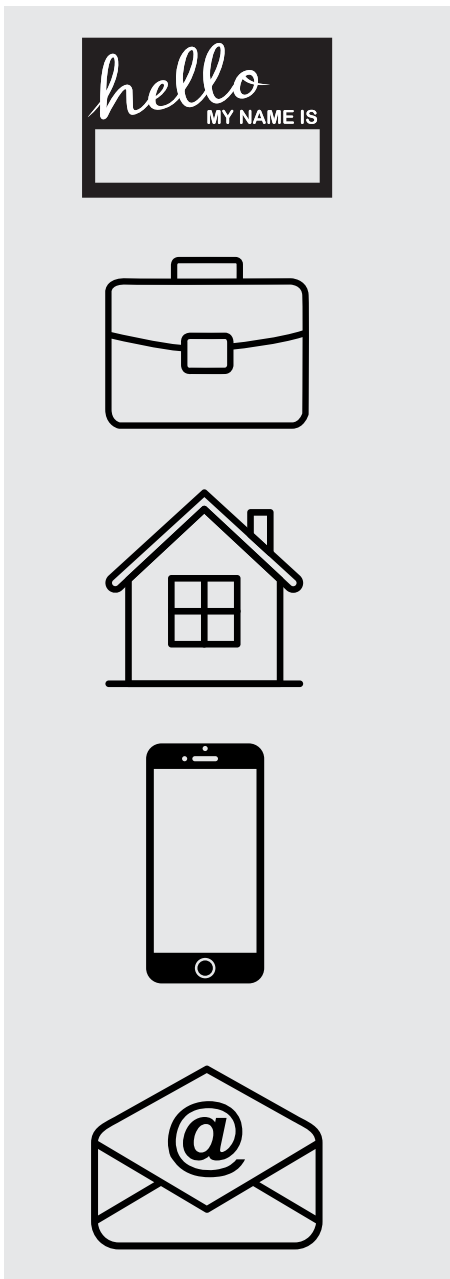


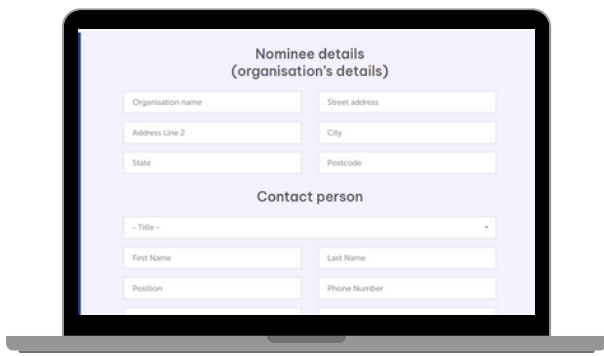
As you go to the bottom of the page, you will see the nomination form.

## 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

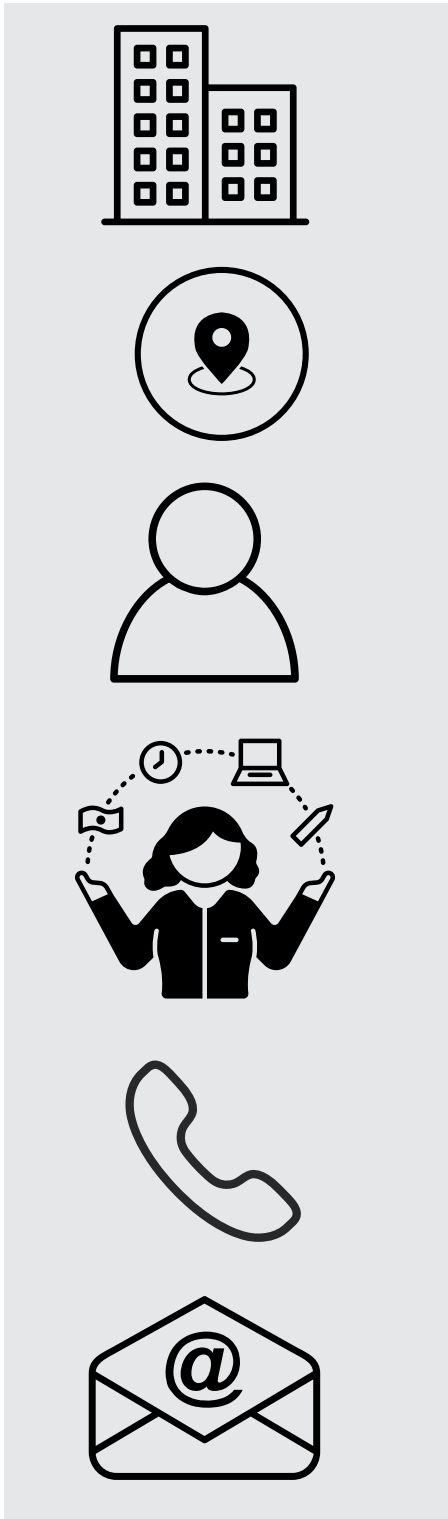




The next part is about the nominee.

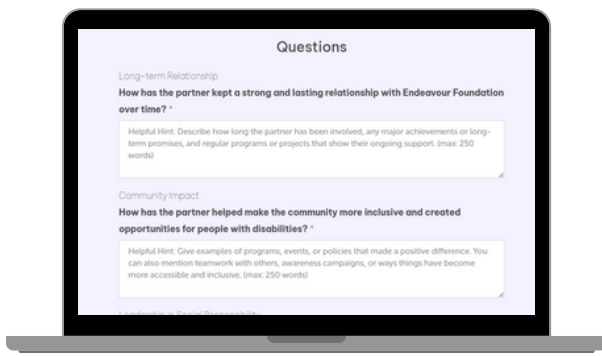
## About the nominee (who you are nominating)

You will need to fill in:



- The name of the organisation
- The organisation 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 **organisation** that you want to nominate



*How has the partner kept a strong and lasting relationship with Endeavour Foundation over time?*



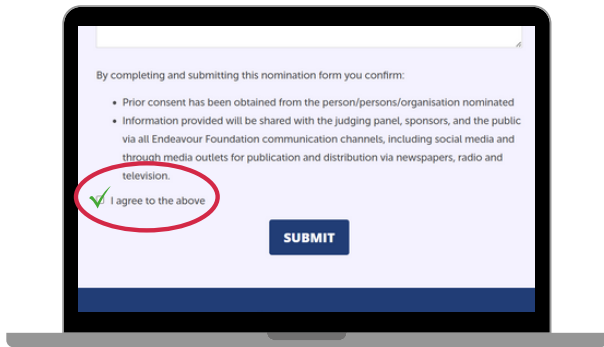
*How has the partner helped make the community more inclusive and created opportunities for people with disabilities?*



*How has the partner shown leadership in supporting disability inclusion and social responsibility?*

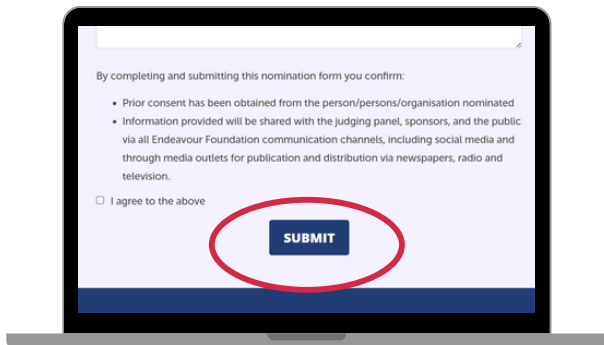


Think about how you would like to answer these questions and type your answer.



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.