

Pilbara Community Services Excellence Awards

2021

Nomination Information Pack

Presented By  **Pilbara for Purpose Inc**
For Purpose. For Pilbara. For People.

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Pilbara Community Services Excellence Awards 2021

Pilbara for Purpose (P4P) is excited to announce the 2021 Pilbara Community Services Excellence Awards.

The Awards this year will celebrate the resilience, creativity, collaboration and leadership of organisations and individuals working in the community services sector across the Pilbara.

Over the last year, our sector has faced many challenges and has had to respond with resilience, courage, spirit, innovation and determination to ensure the continuation of essential services to our Pilbara communities and families. These Awards will celebrate our community heroes – organisations and individuals, leaders, youth and volunteers who have gone above and beyond to make a difference to our Pilbara communities.

Nominating for these Awards provides a fantastic opportunity for Pilbara organisations and individuals to be recognised and celebrated for their dedication, passion and achievements. It also provides an opportunity to showcase and promote your organisation and services to the wider Pilbara community.

As an Awards winner, you will receive the following:

- Framed certificate and trophy presented at the Gala Dinner
- A Prize valued up to \$500
- Exclusive use of winning title in your communications
- Recognition in local media, social media and any other form of internal communication

Categories in the 2021 Pilbara Community Services Excellence Awards are:

Organisation categories

- Impact Award - small organisation
- Impact Award – medium/large organisation
- Innovation Award – small organisation
- Innovation Award – medium/large organisation
- Partnership Award – small organisation
- Partnership Award – medium/large organisation
- People's Choice Awards

Individual categories:

- Young Champion of the Year Award
- Community Hero of the Year Award
- Community Spirit (Volunteer) of the Year Award

Organisation or individual category:

- Progressive Leadership Award



Eligibility criteria for each Award Category is outlined below. You may enter more than one category as long as you meet the eligibility criteria for each category.

How to enter

1. Determine if you are eligible to enter the Pilbara Community Services Excellence Awards
2. Complete the nomination form (below) for the chosen Award Category.
3. Ensure you complete a separate nomination form for each category you wish to nominate for.
4. Ensure you address the selection criteria for each chosen Category.
5. Include additional supporting information up to 10MB in size.
6. Read and accept the Declaration.
7. Attach a copy of your Certificate of Incorporation (if applicable).
8. Ensure the nomination form is approved by the Chairperson/President or authorised delegate of the organisation you are nominating or the individual you are nominating.
9. Complete and submit the nomination by email to pilbara4purpose@gmail.com no later than **5pm on Friday 2nd April 2021**.

Come along to the Gala Dinner/Awards night on Saturday 19th June 2021 at the Red Earth Arts Precinct in Karratha where the winners of each category announced. A Save the Date flyer will be circulated shortly.

IMPORTANT DATES TO REMEMBER

Submissions open	Monday 15 th February 2021
Submissions close	Friday 2 nd April 2021, 5pm
Announcing of Finalists	Friday 7 th May 2021
Gala Dinner/Awards Evening	Saturday 19 th June 2021

Any questions

Contact Karen on pilbara4purpose@gmail.com or call 0456382351



Eligibility Criteria

To be eligible to nominate for the 2021 Pilbara Community Services Excellence Awards your organisation must meet the following criteria:

- ❖ Be a Pilbara based, not for profit Incorporated association or registered Aboriginal corporation
- ❖ Have been in operation for at least 12 months before entering your local awards.
- ❖ Meet the Eligibility Criteria (below) for your nominated category.

Award Category	Eligibility Criteria
<u>Organisation Categories</u>	
Impact Award – Small Organisation Innovation Award – Small Organisation Partnership Award – Small Organisation	The organisation must be based in the Pilbara and employ fewer than 5 full time or equivalent staff members at the time of the application
Impact Award – Medium/Large Organisation Innovation Award – Medium/Large Organisation Partnership Award – Medium/Large Organisation	The organisation must be based in the Pilbara and employ over 5 full time or equivalent staff members at the time of the application
People’s Choice Award	This award will be given to the organisation with the most public votes. The organisation must have completed a submission for any of the organisation categories to be eligible
<u>Individual Categories</u>	
Community Hero of the Year Award	This award is open to any individual working in the Community Services sector in the Pilbara
Young Champion of the Year Award	This award is open to any young person under the age of 26 years
Community Spirit (Volunteer) of the Year Award	This award is open to any unpaid volunteer who has made an outstanding contribution and has positively impacted the lives of others and their community
<u>Organisation OR Individual Category</u>	
Progressive Leadership Award	This award is open to any organisation or individual working in the Community Services sector in the Pilbara

Tips for completing your nomination

- ❖ Try and make your nomination one that the judges will find comprehensive, informative and interesting to read.
- ❖ Assume that the judges do not know anything about you or your organisation.
- ❖ Once you have completed all sections, re-read what you have written to ensure you have addressed all criteria.
- ❖ Have someone from within your organisation and also a friend/colleague who knows you or your organisation to read through the submission to see if you have missed any important information. Take on all their comments.
- ❖ When preparing a submission, keep the following in mind:
 - Keep it clear and concise
 - Look at the selection criteria and address each point
 - Show why you/your organisation should be the winner. What makes you special?
 - Tell a story
 - Where possible, keep the information relevant to the past year

Does my submission have to be a written document?

No. This year we are welcoming submissions in different formats.

If you feel more confident sharing your story verbally and/or in video format, then that is acceptable. You can also tell your story with a combination of text and photos or a combination of verbal/video and text. It is up to you. Just choose the format that is the most suitable for you to tell your story.

Accepted supporting evidence, in addition to the above, can include:

- Measurement of impact
- Outstanding achievements
- Awards and wins
- Industry recognition
- Future plans and projections
- Details of your growth
- Strength and diversity
- Testimonials from your clients
- Other supporting documentation

Pilbara Community Services Excellence Awards 2021

NOMINATION FORM

A. Nominating an Organisation

Organisation Name	
Program or service (if applicable)	
Address	
Contact name	
Position title	
Phone contact	
Email	
Website (if applicable)	
ABN	
Date organisation established	
Number of paid staff or volunteers in organisation	
Is this a self-nomination?	YES <input type="checkbox"/> NO <input type="checkbox"/> (If no, please complete section C below)

B. Nominating an Individual

Individual's Name	
Organisation/Program/Service (if applicable)	
Address	
Position title	
Phone contact	
Email	
Is this a self-nomination?	YES <input type="checkbox"/> NO <input type="checkbox"/> (If no, please complete section C below)

C. Nominator's Details

Complete this section if you are nominating an organisation or individual *outside* your own organisation or workplace.

Nominator Name	
Organisation (if applicable)	
Phone contact	
Email	
Signed:	Date:

D. Select an Award Category for your Nomination

Please tick the relevant Award Category you wish to nominate for. You can nominate for more than one category but you must complete a separate nomination application for each category.

(People's Choice Award is an exception as this does not need a separate application).

Organisation Categories

- Category 1 – Impact Award – Small Organisation
- Category 2 – Impact Award – Medium/Large Organisation
- Category 3 – Innovation Award – Small Organisation
- Category 4 – Innovation Award – Medium/Large Organisation
- Category 5 – Partnership Award – Small Organisation
- Category 6 – Partnership Award – Medium/Large Organisation

Individual Categories

- Category 7 – Young Champion of the Year Award
- Category 8 – Community Hero of the Year Award
- Category 9 – Community Spirit (Volunteer) of the Year Award

Organisation or Individual Category

- Category 10 – Progressive Leadership Award

- Category 11 – People's Choice Awards

NOTE: Please be sure to tick the box for People's Choice Award if you wish to be in the running. If you select to be included in the People's Choice Award category all nominees will be made public for voting.

E. Referee

Please provide contact details of a referee or advocate who is able to make a direct comment on the contribution or service of the individual or organisation nominated.

Referee's name	
Phone contact	
Email	

F. Selection Criteria

Please address the selection criteria for the specific Award category you are nominating for, explaining why the organisation or the individual is deserving of the Award. See selection criteria for each Award category at the end of this document.

Selection criteria can be addressed using either text, verbal and/or video format or combination of these. For written only format, there is a maximum limit of 750 words.

G. Required Documentation

In addition to the addressed selection criteria, you are requested to provide up to two high resolution images relating to the community service organisation, or individual, that can be used for promotional purposes. Please also provide a copy of your certificate of incorporation (if applicable).

H. Additional Documentation

You can submit additional supporting documentation, such as testimonials, photos, etc. up to 10MB in size.

I. Declaration

Please tick the below to confirm that you accept this declaration:

Organisational categories

- I certify that all information and statements concerning this nomination are true and correct
- This application has been approved by the Chairperson, President or authorised delegate of the organisation
- I acknowledge that my information will be added to the P4P mailing list for the purpose of the Awards
- I understand that all nomination materials and information remains the property of P4P
- I agree that award judges reserve the right to request additional information to support the nomination if required



Pilbara for Purpose

Individual categories

- I certify that all information and statements concerning this nomination are true and correct
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Organisational or individual categories – self nomination

- I understand that by submitting this form I give my permission to participate in media interviews and photo opportunities and allow the use of my nomination information and any photos to be used in marketing materials. I acknowledge that it is my responsibility to contact P4P in writing should I wish to withdraw my permission.

Signed: _____

Date: _____



SELECTION CRITERIA FOR EACH AWARD CATEGORY

Category 1 and 2 – Impact Award

Creating a better future.

Please tell us/ show us how you:

- Shaped lasting positive change
- Brought people together in new ways
- Influenced others through dedication and commitment
- Discovered innovative ways to achieve positive outcomes

Category 3 and 4 – Innovation Award

Creative thinking and action

Please tell us/ show us how you:

- Recognised the need to do something different
- Fostered intelligent risk taking and bold thinking
- Achieved your positive outcomes

Category 5 and 6 – Partnership Award

Unity in strength

Please tell us/ show us how you:

- Established meaningful partnerships and increased collaboration
- Improved your initiative, service or program as a result of the partnerships
- Achieved your outcomes by virtue of these outcomes
- Plan to build on these partnerships going forward

Category 7 – Young Champion of the Year Award

Going above and beyond

Please tell us/ show us how you:

- Displayed commitment and dedication to doing things differently
- Participated in and/or led your initiative
- Brought about positive change in your community

Category 8 – Community Hero of the Year Award

Going above and beyond

Please tell us/ show us how you:

- Brought about positive change
- Established strong community engagement and unity
- Positively impacted the wellbeing of community members



Category 9 – Community Spirit (Volunteer) of the Year Award

Dedication through selfless impact

Please tell us/ show us how you:

- Displayed commitment and zeal
- Helped others or displayed courage in the face of adversity
- Positively impacted the wellbeing of community members

Category 10 – Progressive Leadership Award

Nurturing growth and change

This award honours the leaders that continually strive for better by being brave and leading teams with clear vision and a culture of change. A progressive leader views problems as opportunities to expand their own inner development in order to further their own purposes and the purposes of others in and beyond themselves or their organisation.

Please tell us/ show us how you, as a leader:

- Embraced new ways of working
- Demonstrated an effective and supportive leadership model
- Learnt from the challenges faced

