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# SPECIAL EVENTS

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Submission Guide





# NATIONAL AWARDS FOR EXCELLENCE IN FUNDRAISING

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## NATIONAL AWARDS FOR EXCELLENCE IN FUNDRAISING

### About the Award

The FIA Awards for Excellence in Fundraising are a key component of Fundraising Institute Australia's commitment to champion best practice in fundraising.

The Awards recognise the outstanding initiatives and innovative efforts of fundraisers, volunteers and organisations. They celebrate the hard work and successes across the year, provide an opportunity for acknowledgement by your peers, and promote the role of fundraising in improving our society.

### Special Events

The Special Events Category includes programs, campaigns or projects that raise funds through an annual or one-off event. This could include a mass participation event (eg Run, Walk, Swim), specific activity or event, or an event that encourages community fundraising activities (eg. Peer2Peer, Crowdfunding).

The focus of the award is on the effectiveness of the campaign, based on the campaign's objectives.

The Special Events Category will be judged under two divisions. The divisions are:

- Organisation's with annual fundraising revenue\* of \$5 million or less (excluding bequest income)
- Organisation's with annual fundraising revenue\* of more than \$5 million (excluding bequest income)

\*Fundraising revenue is considered income that has been raised by the fundraising team / fundraiser via fundraising programs, in other words it is income derived from charitable giving. Therefore, by its nature it excludes government grants, investments, fee for service, interest etc.

### Award Requirements

This submission must be completed and signed by a member of FIA and the CEO/Financial Controller or equivalent. If you are not a current member or are unsure of your membership status please call 1300 889 670.

Campaigns must be conducted during the last 18 months (1 March 2017 to 31 August 2018) to be eligible for an award.



## NATIONAL AWARDS FOR EXCELLENCE IN FUNDRAISING

### How to Enter:

**Step 1:** Complete Submission form (*please see link below*)

**Step 2:** Complete Metrics (*only needed for organisation awards categories*)

**Step 3:** Click [here](#) to submit online nomination form, and upload submission with supporting documents.

### Nomination Form

You can submit your nomination via our online [submission form](#).

Please see below for a list of information you will need to prepare and questions you will need to answer in order to complete the nomination form. All questions listed require answers.

The cost to submit your nomination is \$100 inc gst.

Applications close on Monday 10 September, 2018.

### Need help?

If you need assistance with your nomination, please contact FIA on 1300 889 670, or email [training@fia.org.au](mailto:training@fia.org.au)

## Submission Form Questions

### CONTACT PERSON DETAILS

- Contact First Name
- Contact Last Name
- Contact Email Address
- Position
- Organisation
- Phone number
- Address details

### CEO/FINANCIAL CONTROLLER OR EQUIVALENT DETAILS

- Full name
- Position
- Phone number and email address
- Number of full time fundraising professionals on staff
- Annual fundraising turnover of the organisation (excluding bequest revenue)



## NATIONAL AWARDS FOR EXCELLENCE IN FUNDRAISING

### **CERTIFICATE OF RECOGNITION**

Please include the names of up to six key personnel involved in the program/campaign/project submitted for this entry. Only the personnel listed will be issued individual award certificates as per this form. Please ensure that the names below are spelt correctly. FIA will not reprint certificates if these names are spelt incorrectly.

### **PERIOD OF CAMPAIGN**

Campaigns must be conducted during the last 18 months: 1 March 2017 to 31 August 2018.

Date Campaign Commenced:

Date Campaign Concluded:

### **CAMPAIGN TITLE**

Please use the exact title that you wish to appear in all documentation including, but not limited to, media releases, certificates and trophies. Spelling will be taken as it appears.

### **CAMPAIGN INFORMATION REQUIRED**

As a general rule it is expected that no more than 300 words would be required in each section but feel free to go over that suggestion if required.

- **Executive Summary, Case Statement and Background to Entry**

This information should be a comprehensive summary describing the award entry. This information will appear in all introductions and FIA publications and media releases for winning entries. It should include target market, problems, opportunities and fundraising objectives as well as **how this campaign fits within the overall fundraising strategy of the organisation.**

**Points available 10/100**

- **Campaign Strategy**

Please detail campaign strategy, implementation plan and fundraising channels used. How appropriate was the event strategy and resourcing to the situation of the organisation? List any additional resources used for this campaign such as volunteers and consultants. Please include details on the contribution each resource made to the overall project.

**Points available 20/100**

- **Originality**



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Provide evidence of creativity and innovation in the campaign. Discuss the impact that creativity and innovation had on the success of the campaign.

**Points available 10/100**

- **Sustainability**

What lessons were learned during the campaign? Is the campaign able or planned to be replicated?

**Points available 10/100**

- **Relationship Building and Stewardship**

How did the event strengthen relationships with key stakeholders - including recognition of donors? This is not limited to single donors but may also include corporate partnerships, for example. Did the event give rise to support not reflected in the campaign metrics? Provide evidence of how you ensured ethical fundraising was undertaken.

**Points available 10/100**

- **Brand Value**

How effectively did the event further the marketing and communications objectives of the organisation? What was the alignment with organisational mission? Did the event raise profile or recruit new supporters? Were there any challenges or conflicts between the event and the organisation or its other activities? If so, how was this addressed? Provide evidence of the brand value of this event.

**Points available 10/100**

- **Campaign Measurement**

Please tell us how you measured the campaign's performance? What were the key metrics? What were the results vs your expectations. What did you learn from these results?

In addition, please complete the metrics spreadsheet ([download here](#)). Complete only those sections that apply to your campaign and only complete the highlighted cells as formulas have been entered into the non-highlighted cells to calculate metrics based on your information. If the tables provided do not adequately allow you to show your key metrics please feel free to provide your own metrics table.

**Points available 20/100**

- **Final Outcome of Campaign**

Provide a summary of your results, both in terms of money raised and program outcomes.

**Points available 10/100**



## NATIONAL AWARDS FOR EXCELLENCE IN FUNDRAISING

### **SUPPORTING DOCUMENTS**

- A maximum of three pieces of supporting material for your submission.
- A video, audio, Powerpoint presentation or other media suitable for showing at FIA's Conference Gala Awards Dinner. This could be one of the three pieces of supporting material or an additional piece.
- The logo of the organisation the nominee represents (high res EPS or JPG minimum 600dpi).
- At least two images suitable for the 2019 Awards publication.
- List of key suppliers, contractors, supporters and personnel.

Please note that these materials may be used in Powerpoint presentations and other published materials related to the Awards. FIA reserves the right to reproduce entries in all FIA publications and in other promotional materials, including the FIA website and media releases.

### **Terms and Conditions of Entry**

1. Organisations submitting an entry must employ at least one current individual member of FIA (minimum MFIA). Alternatively, the submitting organisation or consultancy must be an organisational member of FIA.
2. If the entry is being submitted by a consultant the CEO/Financial Controller/or equivalent of the submitting charity must endorse the entry form.
3. Entries can be submitted in more than one category. An entry fee applies each time the entry is submitted.
4. Payment of the entry fee must be made before a submission is considered complete.
5. No alterations to entries will be permitted after the closing date.
6. Entries will not be accepted unless they are complete and submitted according to guidelines.
7. Certificates will be presented to the persons named on the submission form to a maximum of four (4) people and an award will be presented to the organisation listing those named.
8. FIA reserves the right to use any/all submission material entered for promotion of the Awards. FIA may use aggregated data for purposes of research on fundraising benchmarks.
9. Under no circumstances shall FIA be held responsible for the payment of any royalties or other charges for the use of materials provided in support of the awards. All entries become the property of the FIA on submission.
10. Judges reserve the right to withhold awards at their discretion if entries received are not meritorious. The decision of the judges will be final and no correspondence will be entered into. FIA accepts no responsibility or liability for any loss of commercial



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privilege or any other thing which constitutes loss or damage as a result of an entry in the FIA Awards for Excellence in Fundraising.