



NATIONAL AWARDS FOR EXCELLENCE IN FUNDRAISING

Frequently Asked Questions

2019 is all about celebrating successful campaigns and the people that were the stars of them. FIA is proud to host the 2019 National Awards for Excellence in Fundraising recognising the Champions of Change!!

When do entries close?

The closing date for all awards is **5pm, Monday 10 September 2018**. Please submit the entry form, supporting documents in electronic format and submit online by 10th September 2018. Entries submitted after this date will not be considered.

How long does it take to complete an Awards entry?

Our new and improved online portal has been changed to make the entry process easy and user friendly. This is the time to sit down with your Champions of Change and relive the moments while filling in the form and sending the required supporting documents. Just make sure that you read the guide carefully and fill in correctly!

Categories

What are the categories?

Organisational Awards

➤ **Donor Acquisition**

The Donor Acquisition Category includes programs, campaigns or projects to acquire new donors to support the ongoing work of the organisation. The focus of the award is on the effectiveness of the campaign, based on the campaigns objectives.

The Donor Acquisition Category is split into two divisions:

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

➤ **Donor Renewal**

The Donor Renewal Category includes programs, campaigns or projects that renew giving from existing donors to support the ongoing work of the organisation. The focus of the award is on the effectiveness of the campaign, based on the campaigns objectives.

The Donor Renewal Category is split into two divisions:

- Organisations with annual fundraising revenue* of \$5 million or less (excluding bequest income)

- Organisations with annual fundraising revenue of more than \$5 million (excluding bequest income)

➤ **Major Gifts**

The focus of the award is on the effectiveness of a Major Gifts Campaign, based on the campaigns objectives.

The Major Gifts Award is split into two divisions:

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

➤ **Bequests / Gifts in Wills**

The focus of the award is on the effectiveness of a Bequests/Gifts in Wills Campaign, based on the campaigns objectives.

The Bequests/Gifts in Wills Award is split into two divisions:

- Organisations with annual fundraising revenue* of \$5 million or less (including bequest income)
- Organisations with annual fundraising revenue* of more than \$5 million (including bequest income)

➤ **Capital Campaigns**

The focus of the award is on the effectiveness of a Capital Campaign, based on the campaigns objectives.

Campaigns in this category must have concluded during the 18 months (between 1 March 2017 and 31 August 2018) and been conducted over the past 3 years (between 31 August 2015 and 31 August 2018) to be eligible for an award.

The Capital Campaigns Award is split into two divisions:

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

➤ **Special Events**

The Special Events Award 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 etc..), specific activity or event, or encourages community fundraising activities (eg. Peer2Peer, Crowdfunding).

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

The Special Events Award is split into two divisions:

- Organisations with annual fundraising revenue* of \$5 million or less (excluding bequest income)

- Organisations with annual fundraising revenue* of more than \$5 million (excluding bequest income)

➤ **Special or Emergency Projects**

The Special or Emergency Projects Category includes programs, campaigns or projects that raise funds for an unplanned or emergency requirement. This may include a special campaign to meet a budget shortfall, unexpected project requirement (eg. Equipment replacement), a humanitarian crisis, or natural disaster (eg. Bushfire, Flood etc..)

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

The Special or Emergency Project Category is split into two divisions:

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

➤ **Best Volunteer Program**

The Best Volunteer Program Category includes programs, campaigns or projects that use volunteers to acquire new or engage existing donors to support the ongoing work of the organisation. The focus of the award is on the effective use of volunteers in the campaign, to achieve campaign objectives.

The Best Volunteer Program Category is split into two divisions:

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

Principal Awards

➤ **Most Innovative Campaign**

Only Organisational Award winners are eligible for this award, the winner being the most outstanding display of innovation to communicate the purpose of the organisation, engage supporters, or raise the profile, or enhance the organisations brand. Innovation may be displayed through strategy, implementation, creative and/or community engagement.

➤ **Most Outstanding Fundraising Project**

Only Organisational Award winners are eligible for this award, the winner being the most outstanding entry across all categories.

Individual Awards

➤ **Arthur Venn Fundraiser of the Year**

Rewards a fundraiser who has made an outstanding contribution to fundraising in Australia. The fundraiser should have shown consistent excellence and best practice through their actions, leadership and intellect.

- The nominee and nominator must be current financial members of FIA and have a full individual or organisational membership for a 12 month period.

- A current EMFIA, FFIA is required by the nominee.
- A CFRE credential is highly regarded.
- The nominee must have made a significant contribution to the sector.

State Awards

The following will be awarded on a state basis with the winners going on to national judging:

➤ **Young Fundraiser of the Year**

The Young Fundraiser of the Year Award rewards a fundraiser aged 30 years or younger who has made an outstanding contribution to fundraising. The fundraiser should have shown consistent excellence and best practice through their actions, leadership and intellect.

- State Award
Nominations are invited for Young Fundraisers to compete for this award within their own state. Winners will be announced at the End of Year Christmas function in each state. Each state winner will receive a registration to attend the 2019 FIA Conference in Melbourne (27-1 March 2019), including a ticket to the Gala Awards Dinner on Thursday 28 February.
- National Award
The winner from each state will automatically go through to the national judging level to determine the FIA National Young Fundraiser of the Year and this will be presented at the FIA Gala Awards Dinner on Thursday 28 February 2019 during the FIA Conference in Melbourne. The national winner will receive a scholarship to an international fundraising conference, including flights and accommodation.
- Award Requirements:
 - The nominator and the award nominee must be members of FIA who have held a current full individual or organisational membership for at least a 12 month period.
 - The nominee must be 30 years or younger.
 - The nominee must have made a significant contribution to the sector.

➤ **Volunteer of the Year**

This award acknowledges the significant and highly valued contribution to the fundraising profession made by volunteers to your organisation. It honours volunteers who have assisted through efforts and dedication of time to an organisation and fundraising cause.

A winner will be selected from each state and will be pronounced as the Volunteer of the Year for that state. The winner from each state will go through to the national judging level to determine the FIA National Volunteer of the Year. The national winner will be announced at the FIA Gala Awards Dinner on Thursday 28 February 2019, during the FIA Conference in Melbourne on 27-1 March 2019.

- Award Requirements:
 - The nominator must be a member of FIA who has held a full individual or organisational membership for at least a 12 month period.
 - The volunteer must have been involved with your campaign or organisation within the past 18 months.
 - The nominee must have made a significant contribution to the sector.

➤ **Fundraising Team of the Year**

The Fundraising Team of the Year Category recognises internal fundraising teams working across a variety of campaigns to support the ongoing work of the organisation. The focus of the award is on teamwork and leveraging internal resources to achieve the organisations fundraising objectives.

A winner will be selected from each state and will be announced as the Fundraising Team of the Year for that state. Winners from each state will go through for national judging to determine the FIA National Fundraising Team of the Year.

National teams are to enter via the state of their organisation's Head Office or where the majority of their staff are based.

- Award Requirements:
 - Applicants must be a current (2018-2019) Organisational Member of Fundraising Institute Australia (FIA).

Key Dates

Entries open: Monday 16 July 2018

Entries close: Monday 10 September 2018

Finalists announced: (organisational awards): State End of Year Events throughout December

State winners announced: (Young Fundraiser of the Year, Volunteer of the Year & Fundraising Team of the Year only): State End of Year Events throughout December

National winners announced: Fundraisers' Gala Awards Dinner, Thursday 28 February 2019 in Melbourne.

Who is eligible to enter

Full terms and conditions of entry for each category are included on the entry forms.

Membership of FIA

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.

Organisational Awards

If the entry is being submitted by a consultant the CEO/Financial Controller/or equivalent of the submitting charity must endorse the entry form.

Individual & State Awards

Nominees for the Arthur Venn Fundraiser of the Year and Young Fundraiser of the Year must be current members of FIA. Volunteers do not need to be members themselves but the charity with which they volunteer must be.

Organisations entering the awards for Fundraising Team of the Year must be a current (2018-2019) Organisational Member.

Entry Fee

An entry fee of \$100 (inc GST) is applicable per entry. Complete the credit card payment section on the submission form.

A tax invoice/receipt will be forwarded once processed.

Announcing the winners

When are the winners announced?

Each state holds an annual end of year celebration which includes the announcement of the finalists in that state. These events occur in December. Visit the FIA [event calendar](#) for more information on your local end of year event.

The Award Winners are announced as part of FIA's Fundraising Conference. The 2019 award winners will be announced on Thursday 28 February 2019 at the Fundraisers' Gala Awards Dinner in Melbourne.

Judging

How are judges selected?

Judges are selected by the FIA Awards Committee. FIA calls for nominations to the panel as required.

What is the judging process?

For the **Organisational and Individual Awards**, there is a panel of judges and a panel Chair for each category. Entries will be assessed according to the criteria listed in the Entry Form. Each category is judged by a different panel.

The **State Awards** are judged by the State Committees, and the winners from each state will go on to be judged by a national panel.

What is the judging process for the Awards?

Winners of each Organisational category will be considered for the two National awards of:

- Most Innovative Campaign
- Most Outstanding Fundraising Campaign

At the national level the panel shall comprise of four judges being the FIA Chairman, FIA Deputy Chairman, CEO and an independent person (as approved by the FIA Board).

What are the judges looking for?

Each section of the awards is judged differently and will have points/criteria allocated to differing areas. It's essential to consider the point weighting when you are preparing your entry. Entries are considered against a prepared marking schedule and points are awarded on how well the criterion has been met. Judges then meet to discuss and determine the entries. The decision of the judges is final.

The entry form must be completed and sent through, with supporting materials, via our new online entry process at www.fia.org.au/professional-development/awards-2019/. No hard copies will be accepted.

FIA's awards promote ethical and effective fundraising practices based on [FIA's Principles and Standards of Fundraising Practice](#). The entry form itself has been divided into various sections and judges will award a maximum point score to each section. The website and entry forms for each award contain details for each section as to what to include. The clearer you are able to explain your plan, strategy and results the easier it will be for the judges.

Content of your entry

What happens if I leave something out?

Point weightings are given to each criterion, so if you leave something out you will lose points.

How important is inclusion of the metrics?

It is very important because the role of this and other supporting material is to obtain a complete picture of your entry and to enable judges to compare. Metrics should be exclusive of GST and bequest income (except for the Bequest award). If the tables provided do not adequately allow you to show your key metrics please feel free to provide your own metrics table.

My campaign is multi-year, when is the right time to enter the Awards? Do you have to wait until the campaign is over?

A campaign can only be submitted in one year. The campaign must have been conducted during the 18 month period proceeding. Income up to this point may be included in results. It is not compulsory that the campaign be over before entering.

What do winners get?

There are many benefits of winning an FIA Award, including:

- Being recognised for your great work
- Showcasing your organisation or campaign
- Recognising achievements of your staff or team
- Providing an example of excellence for future reference
- Promotion via FIA and partner channels
- Having your award on display
- Use of the winners seal on your communications

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. Organisations submitting an entry for *Fundraising Team of the Year* must be a current (2018-2019) Organisational Member of FIA.
3. If the entry is being submitted by a consultant, the CEO/Financial Controller/or equivalent of the submitting charity must endorse the entry form.
4. Entries can be submitted in more than one category. An entry fee applies each time the entry is submitted.
5. Payment of the entry fee must be made before a submission is considered complete.
6. No alterations to entries will be permitted after the closing date.
7. Entries will not be accepted unless they are complete and submitted according to guidelines.

8. Certificates will be presented to the persons named on the submission form to a maximum of six (6) people and an award will be presented to the organisation listing those named.
9. 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.
10. 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.
11. 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 privilege or any other thing which constitutes loss or damage as a result of an entry in FIA's Awards for Excellence in Fundraising.