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# FUNDRAISING TEAM OF THE YEAR STATE AWARD

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Nomination Guide





# NATIONAL AWARDS FOR EXCELLENCE IN FUNDRAISING

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## NATIONAL AWARDS FOR EXCELLENCE IN FUNDRAISING

### About the Awards

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.

### 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.

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.

### 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.



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### Nomination Form

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

Please see the next page 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)

### Nomination 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
- Organisation's annual fundraising revenue (excluding bequest revenue)

#### TEAM TITLE

Please indicate the Team 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.



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### **CERTIFICATE OF RECOGNITION**

Please include the names of up to six key personnel who make up this team. Only the personnel listed will be issued individual award certificates. If more than six team members, you may choose to have the Organisation and Team Title only listed on the certificate.

Please ensure that the names below are spelt correctly. FIA will not reprint certificates if these names are spelt incorrectly.

### **JUDGING CRITERIA AND WEIGHTING**

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**

Provide a comprehensive summary of the award submission and how the fundraising team contributes to the organisations purpose. Outline the campaigns the team have worked on, and how teamwork was important to the overall success of these campaigns. How did professional development and team development contribute to success? This information will be used for all introductions, publications and media releases for winning entries.

**Points available 20/100**

- **Fundraising team structure and management strategy**

Please outline the fundraising team structure and how campaign responsibilities were allocated. Explain the management of the team and how it impacted on results of the campaign/s and performance of the team. How did the fundraising team work within the broader organisation to improve co-operation and effectiveness?

**Points available 15/100**

- **Campaigns delivered and key performance measurement**

Please tell us about the campaigns this team has delivered. How you measured the success of each campaign/project/program. What were the results vs your expectations? How did the team leverage resources/knowledge of each of the campaigns delivered to increase the overall performance of the collective fundraising effort? What was achieved (Quantitative & Qualitative) by effective teamwork and co-operation across campaigns?

**Points available 20/100**

- **Fundraising team development and investment in professional development**



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Please outline the organisations team and staff development strategy. What management strategies were deployed to improve team performance to achieve greater performance? Please detail commitment to professional development for team members and how that contributed to the success of the campaigns and team effectiveness. Nb. This may include both personal and professional development strategies.

**Points available 20/100**

- **Campaign outcomes and fundraising teams contribution**

Please outline how you measured the success of the individual and collective campaigns. Please detail the KPIs (Quantitative & Qualitative) you used and why these were important. Detail how you measured the overall contribution that the fundraising team made to improve the collective outcome of your campaigns. Why did teamwork and co-operation improve the collective outcomes? What might you do differently next time?

**Points available 15/100**

- **Additional resources used in the campaigns**

Please outline any additional resources that you used to assist with the campaigns and to improve the effectiveness of the fundraising team contribution. What was the most effective resources that improved the team's performance? Why did they assist and how did you measure this? Would you use these resources again, and which would you consider using next time to continue to make improvements?

**Points available 10/100**

### 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 team represents (high res EPS or JPG minimum 600dpi).
- At least two images suitable for the 2019 Awards publication (this may include a photo of the team).

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



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releases.

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

1. Organisations submitting an entry must be a current (2018-2019) 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. Payment of the entry fee must be included with this submission. Submissions will not be considered complete unless this is included.
4. No alterations to entries will be permitted after the closing date.
5. Entries will not be accepted unless they are complete and submitted according to guidelines.
6. 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.
7. 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.
8. 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 the FIA Awards for Excellence in Fundraising.