

Individual Awards – Fundraising Champion of the Year Checklist

Pre-application

- Is the nominating organisation a current (2023/24) FIA Organisational member?
- Have you reached out to the nominee's manager or asked the nominee to see their CV in order to make sure you know their key achievements, their professional development, and how to showcase them in the application?
- Has the nominee made a significant contribution to the fundraising success of the organisation within the past 18 months?

Application submission

- Have you answered **all questions**?
- Have you made sure **your answers are effective** and:
 - Answer the question directly by relating each response to the specific criteria set out in that question?
 - Have been reviewed by someone external to check if the context of your answers makes sense – do they make sense to someone not close to you?
 - Repeat the key information when necessary – don't be afraid to say the important things a couple of times to reiterate their significance!
- Have you submitted **all supporting materials**:
 - **Your organisation's logo** (high res EPS or JPG minimum 600dpi)?
 - Two or three pieces of **supporting material**. At least one must be an image of the nominee suitable for the 2024 Awards publication. Others could include video, audio, PowerPoint presentation or other media
 - A **referral letter** from the nominee's referee.
- Have you submitted a **video with a link that works** / is up to date? This is a key part of a successful submission – use it to enhance your entry by providing additional information, perspective and/or storytelling.
- Have you submitted the **online application form**?