

Individual Awards – Arthur Venn Lifetime Achievement Checklist

Pre-application

- Has the nominator been FIA Organisational (nominated or additional staff) or Professional Member for the past 12 months?
- Is the nominee EMFIA or FFIA?
- Has the nominee held a current full professional or organisational membership (nominated or additional staff) for a 10-year period?
- Have you reached out to the FIA, the nominee's colleagues, or asked the nominee to see their CV, in order to make sure you know their key achievements, their professional development and conference attendance history, and how to showcase them in the application?

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**:
 - 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. The referral letter must include evidence that the fundraiser has shown consistent excellence and best practice through their actions, leadership and intellect
- 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**?