

Organisational Awards Checklist

Pre-application

- Is your organisation an FIA Organisational Member (2023/24)?
- Was the campaign you're entering conducted, or partially conducted, during the last 18 months?
- Have you received an appropriate endorsement from the CEO/ Head of Fundraising or equivalent to submit your entry?
 - Please note that this also applies if you are a consultant applying on behalf of a charity

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?
 - Make a clear connection between objectives and outcomes of your campaign?
 - Have been reviewed by someone external to check the context of your answers is clear, particularly around objectives – do they make sense to someone not close to your campaign?
 - 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)
 - At least **two images** suitable for the 2024 Awards publication
 - **Other materials** to enhance your submission. These could include videos, audio, collateral, PowerPoint presentation or other media suitable for showing at FIA's Gala Awards Dinner.
- 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 beneficiary voice.
- Have you included the **names of up to 6 key personnel or key contributors** (agencies/suppliers etc) involved in the campaign?
- Have you checked the **spelling of all names** submitted?
- Have you submitted the **application form**?