



young people who **inspire** the lives of others

DIANA AWARD APPLICATION GUIDE

This application guide will help you complete the nomination form and assist you in providing the information we require. Remember, the more information and evidence you include the better chance your nomination has of being approved.

Please note, you can nominate both individuals and groups for Diana Awards and the young people must be aged between 9 and 18 at the time of your nomination.

The Diana Award accepts nomination form both UK and international organisations.

There are two nomination forms; one for groups and one for individuals and both can be found online at: www.diana-award.org.uk/nominate.

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1) INDIVIDUAL NOMINATIONS

You may find it helpful to have a copy of the individual nomination form available whilst reading the following information. Here are some bullet points to help you complete your individual nomination.

About your nominee:

1. **Please tell us about your nominee:**
 - This is the space you have to talk about the nominee and what kind of person they are;
 - What activity or service have they done for others?
 - What is it about the person that's outstanding, inspirational and worthy of recognition?

2. **Please tell us what exceptional qualities and skills the nominee has and how these relate to your nomination:**
 - Here we want to have a picture of their personality;
 - We want to hear about all their personal qualities;
 - What kind of skills does the nominee have?
 - What motivates them to do the work they do?
 - What is it about the nominee's qualities or character traits that make them an inspiration to others?

3. **Would you describe your nominee as a role model?
If yes, please tell us why; if no, please explain further.**
 - What is it about the nominee that makes them a role model?
 - Please explain what effect has the nominee had on others;
 - Be sure to explain who has benefited from the nominee's activities and how;
 - What do staff and young people think of the young person?
 - What example do they set for other young people?
 - How have they influenced others and also the culture of the organisation for the better?
 - How has the person become a force for good within the organisation?

About their service:

4. **Tell us what selfless activity or service the nominee has done for their school, community, friends or family that is worthy of recognition:**
 - Here we are looking for you to outline exactly what has the young person has done for their school or community;
 - What is it about the service that the nominee has done that makes them outstanding and inspirational;
 - The activity needs to be a "selfless" activity, please be sure to tell us how your nominee is selfless.

5. **Over what period of time has the nominee made this major commitment?**
 - How long has the nominee been doing this work?
 - How much time have they given to the activities you are nominating them for?

6. Tell us how the nominee(s) contribution is over and above what would normally be expected of their age group? I.e. what makes the nominee stand out from other young people doing similar work?

- When completing this question, you need to give us a benchmark or guideline of what expected of other young people within the organisation. Then you need to tell us how your nominee has gone over and above that;
- Tell us whether the nominee initiated the activities, and how much of the work took place as a direct result of their own efforts;
- If others have been involved, please explain why you have chosen to nominate this young person;
- If you are nominating a prefect, a peer mentor or a school council member:
 - a. Were they elected by their peers or by staff?
 - b. What is normally expected as part of a role like this?

Once you have addressed these points you will be in a position to tell us what it is about the nominee that is exceptional;

- Are they expected to do community work at any point during their school career? If so, how has the nominee gone the extra mile?

7. References

- Please provide 3 references with your nomination on separate sheets.
As a guideline, these need to be no less than 150 words.
 - a. TWO of these need to be written statements from other adults who know the nominee in a professional capacity. You must give their name, position, address, signature and indicate how long they've known the nominee;
 - b. ONE needs to be from someone who has benefitted from the nominee's activities.

Please note that your nomination will not be considered without this evidence.

8. Official Documentation

- In this section you need to show us that your organisation is genuine and is registered in your country.
- So you will need to attach, email or fax official documentation to the nomination form for your organisation this could be :
 - A certificate of incorporation
 - Or a letter from your tax office
- This document could be anything that shows that your organisation is registered in some way.

2) GROUP NOMINATIONS

You may find it helpful to have a copy of the group nomination form available whilst reading the following information. Here are some bullet points to help you complete your group nomination.

Who can I nominate?

You can nominate between 2 and 30 young people for an award. Please give us the group name, number in the group as well as the names gender, age, sex and ethnicity of each individual you are nominating.

About the group's service:

1. **Tell us what activity or service the group has done for their school or community that is worthy of recognition:**
 - Please describe the work that the group does;
 - Please tell us about the contribution they've made to their school or community;
 - What is it about the group that makes them worthy of recognition for an award;
 - Tell us about how the group got together.

2. **Over what period of time has the group made this major commitment?**
 - We are looking for evidence of sustained activity and not one off activities. We expect the group to have been doing this work for at least 10 to 12 months;
 - Please give details about the length of time that the group have been doing the activity.

3. **Please outline the impact the group has had upon the lives of others; demonstrating how this is over and above what would normally be expected of their age group.**
 - When completing this question, you need to give us a benchmark or guideline of what expected of other young people within the organisation. Then you need to tell us how your nominee has gone over and above that;
 - What makes this group stand out from other young people or groups that operate within the school or organisation?
 - You need to describe what it is about the group that makes them exceptional;
 - How have they gone the extra mile for others?
 - How are they a force for good within the organisation?

About the group:

This is your opportunity to paint a picture of the group for us and to tell us about how they have an influence on others.

4. **Please tell us more about the group you are nominating?**
 - This question is here to give you another opportunity to give us more information about what the group do and how it benefits others;
 - Be sure to tell us as much as possible.

- 5. Please tell us what exceptional qualities and skills the group use and demonstrate as they work together on this nominated activity.**
- This is your opportunity to tell us what the young people are like;
 - What kind of young people are they and what personal qualities do group members have?
 - Do they work well together as a team? If so, how?
 - What skills do members of the group possess and how do they use these for the benefit of others?
- 6. Would you describe the group as role models? If yes please tell us why. If no, please explain further.**
- This is your opportunity to tell us the effect of the group's work upon others and the difference it's made;
 - Please explain who has benefitted from the group's activities and how;
 - Please tell us what impact the group has had upon the organisation;
 - Has this led to further activities or work within the organisation?
 - What do other people, members of staff, young people, the wider community think about the work of this group?
- 7. References**
- Please provide 3 references with your nomination on separate sheets.
As a guideline, these need to be no less than 150 words.
 - (a) TWO of these need to be written statements from other adults who know the group in a professional capacity. You must give their name, position, address and signature and indicate how long they've known the group;
 - (b) ONE needs to be from someone who has benefitted from the group's activities;
 - (c) Please confirm that all group members have been involved in the nominated activities.
 - All members of your group must have been involved in the nominated activities. We do require you to provide evidence to illustrate this. You may wish to either include photographs that illustrate the group at work or detail this in the testimonial evidence you send through to us.
- 8. Official Documentation**
- In this section you need to show us that your organisation is genuine and is registered in your country.
 - So you will need to attach, email or fax official documentation to the nomination form for your organisation this could be :
 - A certificate of incorporation
 - Or a letter from your tax office
 - This document could be anything that shows that your organisation is registered in some way.

3) THE CHECKLIST

Before submitting your nomination it is important to check that you have provided all the information that we need. Have you:

- Signed the form and provided your contact details?
- Included 3 references?
- Official documentation for your organisation
- Entered the name and details of your nominee(s) clearly and correctly? Noting that if successful this will be printed on the certificate.
- Have you included details about the nominee(s) gender, age and ethnicity?
- Included any other relevant documentary evidence of the nominee(s) activities, such as photographs.

PLEASE NOTE THAT YOUR NOMINATION CANNOT BE CONSIDERED WITHOUT ALL THIS INFORMATION.

4) THE NOMINATION FORMS

Please visit www.diana-award.org.uk/nominate to download a nomination form or to nominate online. If you are unable to download the nomination forms or nominate online, please contact us using the details provided below.

Completed nominations should be sent to:

POST: NOMINATIONS, Diana Award, the Oasis Centre, 75 Westminster Bridge Road, London, SE1 7HS, United Kingdom
 E-MAIL: nominations@diana-award.org.uk
 FAX: 0207 921 4490

5) CONTACT INFORMATION

Registered office:

Diana Award, the Oasis Centre, 75 Westminster Bridge Road, London, SE1 7HS, United Kingdom
 Tel: 0044 (0)845 337 2987
 Fax: 0044 (0)207 921 4490
 Web: www.diana-award.org.uk

Email:

For general enquiries: awards-info@diana-award.org.uk
 For nomination enquiries: nominations@diana-award.org.uk

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