

THE
DIANA
AWARD



2024 DIANA AWARD NOMINATION GUIDE_

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This guide is designed to assist you in the nomination process and to make the experience as straightforward as possible. Should you require any assistance, please contact The Diana Award team via the information below.

Before completing your nomination submission, please read this guide and the [Terms and Conditions](#) thoroughly.

Email: nominations@diana-award.org.uk

Phone: +44 2039 342160
(working hours are Monday – Friday,
9am – 5pm BST)

SECTION ONE_

HOW TO NOMINATE

Nominator Checklist

Before completing your nomination make sure the requirements in the eligibility checklist below are met. If any criteria on this checklist is not met your nomination will not be assessed.

Eligibility checklist:

- ☐ I (the nominator) am over 18 years old.
- ☐ I (the nominator) know the nominee in a professional capacity.
- ☐ I (the nominator) am not related to the nominee.
- ☐ The nominee is aged 9-25 years old at the date of nomination.
- ☐ The nominee has been carrying out their social action work for a minimum of 12 months.
- ☐ I (the nominator) can provide the contact details and a Supporting Statement from an additional Supporter to validate the nomination.
- ☐ I (the nominator) can provide additional evidence of the nominee's social action work (optional).

Nominator Process

- You can nominate online via the [Diana Award Nomination Centre](#)
- You will also need a Supporter to validate the nomination with a Supporting Statement.
- An email containing a confirmation of receipt will be sent to you (the nominator) after you have submitted the nomination form.
- You will be notified of the outcome of your nomination by October 2024.

Please supply as much information as possible about the nominee and the specific social action work you are nominating them for. Background information and supporting evidence is valuable for the Diana Award Judging Panel to understand the context the nominee is working in and to evaluate the level of impact the nominee has made. If there are elements of the nomination form that you are unable to complete, either ask the nominee to supply the information to you or let us know on the nomination form why certain information is incomplete.

- The word count on the nomination form is compulsory. Your nomination will not be sent to the Diana Award Judging Panel if it is more than the word count.
- When supplying evidence (including a Supporting Statement from a Supporter and optional additional evidence), please include them in the nomination before pressing submit.

What happens next?

- Once we have received your completed nomination form, you will be sent an acknowledgement via email.
- The Diana Award team will carry out an initial assessment of the nomination to ensure it is eligible to be passed onto the Diana Award Judging Panel for official assessment.
- Where it is necessary to corroborate facts contained in the nomination form or fill in any incomplete information, The Diana Award team may contact you (the nominator) or the Supporter to provide more information. The contents of the nomination form will remain confidential from the nominee.

If the nomination passes its initial eligibility check, there can be two outcomes in relation to your nomination:

Successful

Congratulations! After additional due diligence checks, the nominee is confirmed as a Diana Award recipient. Please keep an eye on your inbox for more information. We hope you can join us for the virtual Diana Award Ceremony.

Unsuccessful

If the Diana Award Judging Panel deem that the nominee's endeavours do not quite reach the benchmark for the Diana Award. Please remember that there are almost a thousand nominations every year, so the competition is extremely high. Please do not be disheartened, and you are welcome to nominate the nominee again at a later date.

STAGE ONE_

Nominator submits a nomination.

STAGE TWO_

The Diana Award team carry out an initial eligibility check of the nomination. Nominators will be contacted if their nomination does not meet the criteria.

STAGE THREE_

Eligible nominations will be passed over to the Diana Award Judging Panel for review.

STAGE FOUR_

Successful nominations will go through additional due diligence checks.

STAGE FIVE_

Nominators will be notified of the outcome of their nomination via email.

Once the submission has been seen by the Diana Award Judging Panel, the nominator will be notified via email of the outcome of the nomination. If successful, the nominee being awarded a Diana Award will be required to complete an onboarding process and will remain subject to due diligence checks before formally receiving their Diana Award.

In the event that your nomination is unsuccessful, you will be notified in writing of the Diana Award Judging Panel's decision. This decision is binding and due to the high volume of nominations each year we are unable to provide more detailed information or correspondence at this time. All nominees can be nominated again in the future.

SECTION TWO_ COMPLETING THE NOMINATION FORM

Contact Information

Please have your contact information ready before you start the form, including your email address, contact number, and basic employment information. If you are currently not in employment or do not wish to share the details of your employer, please put 'N/A' on the form.

As a nominator, you will also be required to provide the following information about the nominee: full name, age, date of birth, gender, and country. If your nominee's social action work does not have a specific name, please write 'N/A'.

Please note you cannot nominate yourself for a Diana Award, and if you are a family member of the nominee your nomination will not be accepted. We suggest finding someone who knows the nominee in a professional capacity e.g., a teacher, youth worker, university tutor, or community leader.

Tell us about the Nominee's work

This is the main section of the nomination form so please be as detailed and factual as possible within the word limit. Please note that nominations outside of the word count will be immediately rejected during the initial assessment stage.

Please refer to the 'Criteria and Guidance Questions' section for a detailed summary of how to complete this section.

2023 Diana Award Recipient
Taarush Grover.

Find Taarush's story on our
Roll of Honour page.



Top Tips

- Make sure to include the impact of the nominee's activities. What was the result? E.g., amount of money raised through fundraising or number of people reached through campaigning. Diana Award Judges love data and evidence!
- Include context. We have nominations and Diana Award Judges from over 50 countries across the globe, so please give as much context as you can in your nomination form.

SECTION THREE_

CRITERIA & GUIDANCE QUESTIONS

When completing the main section of the nomination form, you will be asked for evidence to demonstrate how the nominee has achieved these criteria. Use the guidance notes below to help you complete the nomination.

The word count for each criterion is **150-300 words**.

CRITERION	GUIDANCE NOTES
1. VISION Demonstrates the nominee's commitment and passion to optimistic social action*. <i>Word count: 150-300</i>	Focus on the specific cause(s) you are nominating the nominee for. Examples include forms of voluntary or fundraising work for charity, activism or campaigning, activities being carried out in school or online, or the type of care work being carried out in the community. Why did your nominee decide to get involved in their chosen cause(s)? What sparked their interest and why are they passionate about the cause?
2. IMPACT Demonstrates the impact of the nominee's social action work on a local and/or global scale, including an intention to continue creating an impact. <i>Word count: 150-300</i>	Focus on the outcome and impact of the nominees work. What did your nominee want to achieve, and how close are they to their goals? What's the short-term and long-term impact of their work on the community or area they work in? Are there any evaluations of pieces of feedback about their work?

CRITERION	GUIDANCE NOTES
3. INSPIRING OTHERS Demonstrates how the nominee is supporting, inspiring, and mobilising the current and future generations of young people to carry out social action work. <i>Word count: 150-300</i>	Describe how the nominee acts as a role model to others in their community, focussing on how they inspire other young people to take part in social action. Do they give other young people the opportunity to work with them? Do they support or mentor other young people? Do they encourage other people to involve young people in their work?
4. YOUTH-LED Demonstrates how the nominee has led, owned, and shaped their social action work. <i>Word count: 150-300</i>	How has the nominee taken ownership of their activities? Did they initiate their chosen activities on their own accord? How has the nominee engaged with their networks to ensure the success of their chosen activities?
5. SOCIAL ACTION JOURNEY Demonstrates any personal challenges or obstacles the nominee has had to overcome in their social action work, and how they have learned from this experience. <i>Word count: 150-300</i>	Describe the personal challenges that the nominee has faced. How have they managed to navigate these challenges? Have they used their experiences to inspire and inform their work? What have they learned from their experiences and their journey?

*By 'optimistic social action' we are referring to that which is free from any harm and aligns with The Diana Award's anti-racist, anti-sexist and anti-LGBT-QIA+ bullying stances.

SECTION FOUR_ SUPPORTING EVIDENCE

REQUIRED: Supporting Statement

To validate your nomination, we require a Supporter (an individual or organisation over the age of 18) to provide a statement confirming:

1. They are aware of the nominee's social action work, with specific reference to how they are aware
2. They don't know any reason why the nominee shouldn't receive a Diana Award

Please note that a Supporter cannot be a friend or family member of the nominee, and they must be different to the nominator.

This statement can be in the form of a written letter, or a video statement.

Along with the Supporting Statement, we also require the Supporter's full name, job title and organisation (if applicable), relationship to nominee, email address or phone number, as well as consent to contact them regarding the nomination. If the Supporter is not currently in employment or does not wish to share the details of their employer, please say 'N/A' on the form.

OPTIONAL: Additional Evidence

Providing additional evidence to back up what you're saying and showcase the nominee's work or achievements is a great way to support your nomination. The nomination form includes an optional section in which you can outline and/or upload any beneficiary data or supporting documents. We advise nominators to include the evidence that is most appropriate for the social action work the nominee is engaging in.

Examples of this includes (but is not limited to):

- Images and videos of direct work
- Links to social media pages or websites
- News articles and/or media coverage
- Reports
- Testimonials from people who have benefited from their work

SECTION FIVE_ KEY DATES

May 2024

2024 Diana Award nominations open on Wednesday 08 May 2024.

August 2024

2024 Diana Award nominations close on Wednesday 07 August 2024.

September 2024

An external Diana Award Judging Panel will review eligible Diana Award nominations for the 2024 Diana Award.

October 2024

You (the nominator) will be notified of the Diana Award Judging Panel's decision via email.

December 2024

The Virtual 2024 Diana Award Ceremony will take place on Thursday 05 December 2024, where successful Diana Award recipients will be celebrated, and the Roll of Honour will be released.



2023 Conversations for Change

SECTION SIX_ FAQs

Thank you for considering nominating an inspirational young person for a Diana Award.

These frequently asked questions are to assist you completing the nomination form. If you have any further questions or require assistance for your nomination, please contact us at nominations@diana-award.org.uk or on +44 20 3934 2160. Please note that our working hours are Monday – Friday, 9am – 5pm BST.

1. Who can make a nomination?

Nominators must be over the age of 18 and know the nominee in a professional capacity. An individual cannot nominate themselves, a friend, or a family member for a Diana Award.

2. Why should I nominate someone for a Diana Award?

As one of our core programmes, the Award and Development Programme gives recognition to young social activists from around the world, whilst also providing support to help them manage the challenges they face in their social action work. We work with young people by unlocking

their potential, creating opportunities for their growth, and inspiring action from them to lead the change they want to see.

We award up to 200 Diana Award recipients every year, who are celebrated at a Virtual Diana Award Ceremony, and receive a year of support from The Diana Award team as part of the Diana Award Development Programme. By making a nomination you could be enabling us to spotlight the social action work of a young person and supporting us in our mission to inspire and mobilise future generations of young people changing the world for the better.

3. When do 2024 Diana Award nominations open and close?

Nominations for the 2024 Diana Award open on 08 May 2024 and close on 07 August 2024. Nominations received after this date will not be considered and you will be advised to resubmit when nominations reopen at a later date.

4. How do I nominate?

Nominating is simple, please head to the [Diana Award Nomination Centre](#) to complete the online nomination form. Please note that we do not accept posted or email nominations.

5. What if the nomination is successful?

If your nomination is successful and the nominee is to receive a Diana Award, you (the nominator) will receive an official notice via email.

All Diana Award recipients and their nominators will be invited to celebrate at the Virtual Diana Award Ceremony. Each recipient will be mailed a personalised Diana Award certificate and will be enrolled onto the Diana Award Development Programme, which aims to support recipients to further their social impact, alongside personal and professional development.

6. Can I tell someone they have been nominated?

Yes – in many cases it will help you to supply the most accurate information. Successful nominees will be under a strict embargo until the release of the Roll of Honour – this is to ensure the prestige of receiving a Diana Award remains intact.

Please note that we will only communicate with you (the nominator) regarding the status of the nomination and never the nominee themselves. We will only contact successful nominees after contacting you (the nominator) in the first instance.

7. What if my nomination is unsuccessful?

We receive a high volume of nominations from all over the world. Each nomination reflects an impressive example of youth social action and almost all the nominations contain information demonstrating how a young person is inspiring and mobilising new

generations to serve their communities and create long lasting change.

Unfortunately, we are unable to recognise every young person with a Diana Award. You are welcome to nominate the individual again when nominations reopen at a later date.

SECTION SEVEN_ GET IN TOUCH

Good luck with your nomination and do get in touch with us with any questions regarding The Diana Award nomination process.

nominations@diana-award.org.uk

+44 2039 342160

Please note that our working hours are
Monday – Friday, 9am – 5pm BST.

For updates, please follow us here:

 @DianaAward

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 /thedianaaward



2023 Diana Award
Ceremony

