



NOMINATION GUIDE 2023

Nominating for
The Diana Award

NOMINATING FOR THE DIANA AWARD_

The Diana Award is bestowed upon inspiring, courageous, compassionate young people, positively transforming the lives of others in Diana, Princess of Wales memory and legacy.

This nomination guide will help you complete the nomination form and assist you in providing the information we require. You can nominate online at: www.dianaaward.org.uk/award/nomination-centre/ and if you have any questions please get in touch with the Diana Award Team via the information below.

We recommend reviewing this guide thoroughly before you begin the nomination form online.

Before completing your nomination submission, please read our [Terms and Conditions](#).

Email: nominations@diana-award.org.uk

Phone: +44 2039 342160 [Ex 2004]

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NOMINATOR CHECKLIST_

Before completing your nomination form ensure to consult the checklist provided below – if all criteria on this checklist are not met your nomination will not be assessed.

NOMINATOR CHECKLIST

- I know the nominee in a professional capacity i.e. I am not a family member. You cannot nominate someone for a Diana Award if you are related to them, even if you also have a professional relationship with them
- As nominator I will not enter myself as the beneficiary or reference provider
- My nominee is aged 9–25 years (from the date of nomination)
- My nominee has been carrying out their activities for a minimum of 12 months (prior to the date of nomination)
- I have completed all sections in the nomination form according to the allocated word count
- I have provided a supporting testimonial from a direct beneficiary of my nominee



COMPLETING THE NOMINATION FORM_

NOMINATOR INFORMATION_

You will be required to provide your full name, email address, phone number, job title, professional relationship to the nominee and your organisation details including address. Note that if your nomination is successful this is the nominating organisation that will be displayed on the Roll of Honour, alongside the nominee's organisation.

Please note if you do not know the nominee in a professional capacity then unfortunately, your nomination will be invalid. If you are a family member, your nomination will not be accepted and we suggest finding someone who knows your nominee in a professional capacity and is aware of the activities they have been carrying out. This could include e.g. a school teacher, other member of school staff, a youth worker, university tutor, member of a management team, business, community or religious leader.

NOMINEE INFORMATION_

You cannot nominate yourself for a Diana Award. Young people are nominated for the Diana Award through a retrospective nomination process only. We believe this is special as young people do not work towards the award, rather they go about their activities with no expectation of reward. As nominator, you will be required to provide the following essential information about your nominee - full name, age, date of birth, gender identity, ethnicity and location.

TELL US ABOUT YOUR NOMINEE'S WORK_

Please share with us the name of the organisation most closely associated with the nominee's work as well as how long they have been carrying out the activities you are nominating them for.

This is the main body of the nomination form so please be as detailed as possible within the word limit. The opening statement is a 100 word statement encompassing your nominee and the impact their work has had on the lives of others or to a certain cause.

TOP TIPS FROM THE JUDGES

- Write in full sentences and paragraphs rather than bullet pointing. The judges want to hear their story.
- Make sure to include the impact of your nominee's activities. What has the result been? e.g. amount of money raised through fundraising or number of people reached through campaigning
- Take your time to read things over and spell/grammar check before submitting.
- Make sure you include evidence of the impact of your young person's activities, rather than just descriptive words. E.g. if your young person is 'inspirational' or 'passionate', show the judges evidence of this in their activities. The judges love data and evidence!
- Don't assume judges know the acronym/reference/organisation name you're referring to – give them some context and explain what this is.
- Answer all sections thoroughly, but be concise; stick to the recommended word count!
- Try to include the overarching theme of the activities the young person is involved in rather than listing each different activity to maximize your word count. The judges want to see a clear vision and passion that is close to the heart of your nominee.

CRITERIA & GUIDANCE QUESTIONS_

When completing the main sections you will be asked for evidence to demonstrate how your nominee has achieved set criteria. Use the guidelines questions to help you in each section and the notes and examples in the tables to help you further.

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

CRITERION

1. VISION_

Demonstrates commitment and passion to the cause evidenced through their service to that cause and through social action.

(150–300 word count)

2. SOCIAL IMPACT_

Creates positive social change that is of benefit to the wider community.

(150–300 word count)

3. INSPIRING OTHERS_

Through their positive attitude and passionate approach to life they are a role model to others.

(150–300 word count)

GUIDANCE QUESTION

What selfless activities has your nominee undertaken and for what cause(s)?

Include the specific activities you are nominating for (e.g. 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 to get involved in the first place? Why are they passionate about the cause?"

Describe the impact your nominee's activities have had on the lives of others.

Evidence this with facts. Examples of impact for different types of social action could include:

- Fundraising – total amounts of funds raised for a cause and what the funds will be used for. Volunteering – relieving teacher's time in class through classroom assistance or providing assistance in a charity shop.
- Campaigning – numbers of people reached through the campaign and numbers of people who have taken action as a result of the campaign.
- Care work – improvements in quality of life for those that have been cared for.

Describe how your nominee acts as a role model to others including their peers.

Provide examples such as leading school assemblies, taking positions of leadership or responsibility, or situations where they have been looked up to by others. How have their peers been inspired by them as a consequence?"

CRITERION

4. YOUTH LED_

Demonstrates how the young person has led, owned and shaped the activities you are nominating them for.

(150–300 word count)

5. SERVICE JOURNEY_

Evidence of transformation throughout the nominee's service journey, including attitude, skills gained and challenges overcome.

(150–300 word count)

GUIDANCE QUESTION

**How has the nominee taken ownership of their activities?
Did they initiate their chosen activities on their own accord?**

If not or if they are part of an existing initiative, how have they gone over and above what would be expected of them or how have they shown ownership of their role?

How has your nominee engaged with their networks to ensure the success of their chosen activities?

How have they worked with their school, youth group, teachers, businesses or any other person or group that may have been able to support their activities?

What has been the benefit to the nominee as a direct result of taking part in the activity you are nominating them for?

Include any skills gained such as teamwork from working as part of a group or empathy gained as well as any improvement in future prospects such as relevant career experience or relationships developed with businesses and other organisations.

Detail the personal challenges that the nominee has faced and overcome as well as the skills and personal qualities they developed to achieve success.

SUPPORTING EVIDENCE & NEXT STEPS_

BENEFICIARY TESTIMONIAL_

Please provide a written statement (no more than 200 words) from someone who has benefitted from your nominee's activities. You will also need to provide their full name, organisation and relationship to the nominee. This could be any young person or adult who can personally detail the benefit they have received as a direct result of the nominee's actions/activities. **The beneficiary cannot be the nominator or reference provider and the beneficiary can only be a family member if the nominee is a carer for that family member.**

REFEREE INFORMATION_

Please include the full name, job title, organisation, relationship to nominee, email address and phone number for another adult who can provide a reference for your nominee. **This referee cannot be a family member and must be different to the nominator and beneficiary providing the testimonial.** You will be required to state if the referee is happy to be contacted by The Diana Award as part of our random spot checking.

ADDITIONAL INFORMATION FOR 2023 LEGACY AWARD (150 - 300 WORD COUNT)_

In 2023 The Diana Award will present the Legacy Award to 20 outstanding young people, selected from successful Diana Award nominations from 2022 - 2023. Please use this section to provide the judges with any additional information you feel would add value to the evidence you have already provided against the criteria. Read more about the Legacy Award [here](#).

NEXT STEPS_

Once you have submitted your nomination you will automatically receive a confirmation email. We will keep you up to date with the progress of your nomination as it is processed and if we require any additional information. Good luck with your nomination and please do come back to us if you would like clarification around any stage of the nomination process.



KEY DATES_

2022 - 2023 KEY DATES

July 2022

2023 Diana Award nominations open 1st July 2022.

March – April 2023

2023 Diana Award nominations close 10th March 2023. An external judging panel will select successful nominations for the Diana Award.

May 2023

Diana Award nominators will be contacted and informed of outcome for the 2023 Diana Award.

An external judging panel will select 20 successful nominations for the 2023 Legacy Award.

July 2023

2023 Virtual Diana Award Ceremony takes place followed by Virtual Networking Events.

Successful 2023 Legacy Award recipients will be contacted.

2023/2024

2023 Legacy Award Ceremony takes place.



GET IN TOUCH_

QUESTIONS OR CONCERNS?

For more details about the nomination process please contact:

nominations@diana-award.org.uk

+44 2039 342160 [Ext 2004]

For updates on the nomination process follow us here:

T. @DianaAward

F. /thedianaaward

We're proud to be the only charity set up in memory of Diana, Princess of Wales, and her belief that young people have the power to change the world. It's a big mission but there are two things within it that we focus our charity's efforts on – young people and change.

Throughout all our programmes and initiatives, 'change' for and by young people is central. We celebrate this by recognising young change makers with a Diana Award, the most prestigious accolade a young person can receive for their social action or humanitarian work.

We hope you found this resource useful and wish you all the best in your social action journey. If you would like to help us create more resources and recognise even more young people with a Diana Award, you can make a donation by visiting <https://diana-award.org.uk/donate/>



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www.diana-award.org.uk