



Hi! I'm Clare, a Worcestershire Mum of a child with Special Needs. I'm delighted to be supporting The Generation CAN Awards. I've written a few nominations in the past, so I've put this Top Tips sheet together to help you with your nomination.

Good luck!!

My hints and tips on writing a successful nomination

1. **Choose your category – just one!** – submitting lots of categories I feel weakens the candidate. You want to tell the judges how brilliant this person is and how well they suit this category!
2. **Remember the word count...** no one wants to read lots of information... give short sharp facts about the person ... keeping the judges interested... their time is valuable they are reading lots of these nominations ... yours needs to stand out from the crowd!!
3. **Give a brief background...** Start with a clear, direct and specific statement of why the nominee deserves recognition. Include enough information for the panel to become familiar with the nominee's specific challenges faced, actions taken, and results or goals met. List the most important information in the first few sentences.
4. **Give examples...** Support the opening statement with specific examples that address the award criteria and elaborate on why the nominee's accomplishments are worthy of the award. These examples should include outcomes, results, and/or activities above and beyond the nominee's job description. Include qualities that make this person outstanding, and that are clearly relevant to the award criteria.
5. Consider including the evidence to **answer the 'who, what, when, where, why and how'** in your supporting statements:

WHAT did the nominee do? • Projects and/or activities above the nominee's job description • Any challenges or issues encountered and overcome • *HOW* did they do it? • Initiative and/or leadership • Teamwork • Creativity and/or innovation • Behaviours and/or attitudes • *WHAT* were the results and/or impact? • What did the nominee's efforts accomplish?

Closing Statement:

Describe how others regard the nominee (e.g., recognized expert, progressive leader, or exceptionally innovative program).

If relevant, include testimonials from other professional and personal bodies to back up your nomination...

Leave the judges feeling that after they have read the nomination they can't wait to meet this person!

Good luck!