

**2017 PHILANTHROPY AWARDS - NATIONAL PHILANTHROPY DAY**  
**SMALL ORGANIZATION AWARD FOR EXCELLENCE IN FUNDRAISING**



**Purpose**

The AFP Golden Horseshoe Chapter has established this award to be presented to a non-profit organization with three or fewer employees in the **fundraising department**. The organization has developed creative, resourceful, and inspired campaigns, initiatives, projects, or techniques that have grown and increased the organization's fundraising infrastructure, program, and results.

**Eligibility**

A non-profit organization that has been in existence for at least four years and either:

- Employs an AFP-GH Chapter member OR
- Has an AFP-GH Chapter member who volunteers for the organization OR
- Has an AFP-GH Chapter member who consults/consulted for the organization

The nominee must be notified and in agreement with the nomination process before the application is submitted.

**Criteria**

- Evidence of improvement in fundraising infrastructure and/or program (e.g. increased donor base, increase funds raised over three years, streamlined administrative structure, effective use of fundraising resources both technical and human capital e.g. volunteers and/or enhanced overall revenue, etc. (excluding United Way and government funding).
- Evidence of creativity in technique, initiative, program or project design (including description of challenges faced by the organization, process and how solutions were reached).
- Evidence of the impact that the organization has in the community.

**Submission Criteria**

Each nomination should include the nomination form, the narrative and any supporting documents. The narrative should be no longer than three pages (12-point format with 1" margins). Supporting documents are accepted, but only to support the narrative. No more than six pages of supporting documents are allowed. Do not introduce new information in the supporting documents.

The Awards Selection Committee will review candidates based on the eligibility criteria set out above. If in the judgment of the Committee, no applications meet the criteria, no award will be given in this category.

Please submit the complete application package (completed nomination form, narrative and supporting documentation in one PDF document by e-mail) to [npdafp@gmail.com](mailto:npdafp@gmail.com).

Once your application is submitted, please expect an e-mail for the NPD Committee within 72 hours. Should you not hear from a representative, or for more information, please contact the Chair of National Philanthropy Day, Lacey Kempinski, at [lacey@stjoesfoundation.ca](mailto:lacey@stjoesfoundation.ca).

**SUBMISSION DEADLINE:** Friday, May 26, 2017 at 5 p.m.

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**Nominee Profile**

Name of Organization: \_\_\_\_\_

Contact: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

**Nominator Profile**

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Organization: \_\_\_\_\_

Business Address: \_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

I DO CERTIFY THAT ON the \_\_\_\_\_ day of \_\_\_\_\_, 2017, the above named Small Organization is hereby nominated for this AFP Award. I also certify that the nominee has been informed of and given permission for this nomination.

(Please review checklist on reverse)

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Please read and check the boxes below:

- I agree to have the nomination stand for two years. (Applies to first time nominations only).
- In making this nomination, I have confirmed that the nominee is willing to allow their name to stand for this program.
- I have informed the nominee that the media may contact them for interviews and that they will be expected to participate in the public relations campaign for the NPD Awards.
- I have included a formal colour photograph (electronic high resolution - head and shoulders) which may be used on the AFP website or in other National Philanthropy Day promotional materials.
- I have included an executive summary of my nomination which highlights the key elements of the nominee's overall contribution to the philanthropic community. Summaries will be used to profile your nominee in the NPD Awards Event Program and promotional materials (max 125 words)\*.
- I have limited my nomination to 3 PAGES (12-point format with 1" margins) and addressed separately, each criterion listed on the guideline sheet and provided a strong case for why my nominee deserves special recognition.
- I have attached supporting documents (no more than 6) to accompany the nomination.
- I have included a quote from my nominee referencing the importance of philanthropy in the nominee's life or community which may be used in promotional materials.

\* Summaries are subject to review and changes as the National Philanthropy Day Committee sees fit.

*Should you wish for specific materials in the application to remain confidential please confirm in e-mail along with application submission.*

Signature of Nominator: \_\_\_\_\_

AFP Membership Number: \_\_\_\_\_

Please attach this page, and above noted documents, to the front of the nomination narrative and supporting documents and forward as one PDF document.