



National Philanthropy Day®

Guidelines for Submitting a Nomination

Thank you for your commitment to celebrating Charlotte's philanthropic community by submitting a nomination for National Philanthropy Day. Below are guidelines that will help you navigate the nomination process. Please contact Megan Mitcham at mmitcham@thompsoncff.org with any questions.

- 1) **Each nomination should include three parts:**
 - a. Contact Information
 - b. Narrative (Word Limit: 1500 words for the entire narrative)
 - c. No more than 3 supporting documents (supporting materials can include letters of recommendation, news articles, etc.)

- 2) **Make sure your nominee is submitted in the appropriate category.** Nominations will be considered in the category in which they are submitted, so make sure to choose the appropriate category based on the description on the nomination forms. **For example**, your organization cannot nominate the same individual for both Outstanding Champion of Diversity and Outstanding Emerging Philanthropist in the same year. **Only submit one nomination per category.**

- 5) **Be sure that you do not nominate someone who has already been selected in that category.** Visit www.afpcharlotte.org/npd for a list of past recipients.

- 6) **Feel free to update and resubmit a nomination.** It is not uncommon for honorees to have been nominated for several years prior to being selected for an award.

- 7) **Be clear and concise.** Your nomination will not get extra points for writing style. NPD applications are reviewed by the AFP Charlotte board, past AFP Board Chairs, and the NPD committee. NPD award recipients are selected by prior-year honorees; please craft a clear, concise, and compelling case for your nominee.

- 8) **Be thorough in including all organizations that benefit from the nominee's support.** This will enable the selection committee to fully understand the nominee's involvement in the community and breadth of impact. The best way to ensure that you've included everything is by asking your nominee for input!

- 9) **Supporting material is helpful, but limit to three documents.** Good supporting documents include letters of support from other organizations who benefit from the nominee's philanthropy, news articles on the nominee, etc.
- 10) **Include financial information when appropriate.** A more compelling case can often be made for a nominee by including the amount of their gifts. This information will be kept confidential by the NPD committee and selection committee, as nominations are not made public. If your nominee is selected and you want to ensure that specific information is not included in the program booklet or announced at the luncheon, please contact NPD Chair Megan Mitcham at mmitcham@thompsoncff.org.
- 11) **For multiple organizations submitting joint nominations:**
- a. Only one complete nomination should be submitted. **Do not submit separate nominations for each organization nominating.**
 - b. In the contact information, note each organization jointly submitting the nomination. **Provide a name and contact information for one person who will be the nomination's primary contact.** This person will be responsible for disseminating information regarding the nomination/award to the remaining organizations.
- 12) **Remember only information included in your nomination will be considered by the selection committee.** No matter how well known your nominee is, approach their nomination as though the selection committee is unfamiliar with the nominee.