



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 to help you navigate the nomination process. If you have any questions, please contact Megan Blackburn at mblackburn@ywcacentralcarolinas.org.

Nomination Requirements

Each nomination must include three components:

1. **Contact Information**
2. **Narrative** (Limit: 1,500 words)
3. **Summary paragraph**
4. **Supporting Documents** (Up to three, such as letters of recommendation, news articles, etc.)

Submission Guidelines

- **Verify nominee eligibility.** Do not nominate someone who has already received an award in that category. A list of past recipients is available at afpcharlotte.org/npd.
- **Choose the appropriate category.** Nominations will only be considered in the category in which they are submitted. Review the nomination form descriptions carefully. An individual cannot be nominated in multiple categories in the same year (e.g., the same nominee cannot be submitted for both Outstanding Champion of Diversity and Outstanding Emerging Philanthropist). Only one nomination per category is allowed.
- **Resubmitting nominations is encouraged.** Many honorees have been nominated multiple times before being selected. If your nominee was not chosen in a previous year, consider updating and resubmitting their nomination.
- **Be clear and concise.** The selection committee does not evaluate nominations based on writing style. Nominations are reviewed by the AFP Charlotte board, past AFP board chairs and the NPD committee. Award recipients are selected by prior-year honorees, so it is essential to present a compelling and well-structured case.
- **Highlight all organizations benefiting from the nominee's contributions.** A comprehensive nomination provides a full picture of the nominee's community impact. Consider asking your nominee for input to ensure all relevant details are included.
- **Limit supporting materials to three documents.** Useful supporting materials include letters from organizations that have benefitted from the nominee's philanthropy, media coverage and testimonials.
- **Include financial contributions when relevant.** If applicable, specifying donation amounts can strengthen your nominee's case. All financial details will be kept confidential and will not be made public.
- **Only the information included in your nomination will be considered.** Even if your nominee is well-known, assume the selection committee is unfamiliar with their contributions and provide a detailed, well-supported nomination.

Joint Nominations

For multiple organizations submitting a joint nomination:

- **Submit only one complete nomination.** Do not submit separate nominations from each participating organization.
- **List all participating organizations in the contact section.** Designate one person as the primary contact, responsible for sharing nomination updates and award-related information with all organizations involved.