



FUNDRAISING TEAM OF THE YEAR STATE AWARD

Nomination Guide





NATIONAL AWARDS FOR EXCELLENCE IN FUNDRAISING

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NATIONAL AWARDS FOR EXCELLENCE IN FUNDRAISING

About the Awards

The FIA Awards for Excellence in Fundraising are a key component of Fundraising Institute Australia's commitment to champion best practice in fundraising.

The Awards recognise the outstanding initiatives and innovative efforts of fundraisers, volunteers and organisations. They celebrate the hard work and successes across the year, provide an opportunity for acknowledgement by your peers, and promote the role of fundraising in improving our society.

Fundraising Team of the Year

The Fundraising Team of the Year category recognises internal fundraising teams working across a variety of campaigns to support the ongoing work of the organisation.

The focus of the award is on teamwork and leveraging internal resources to achieve the organisations fundraising objectives.

A winner will be selected from each state and will be announced as the Fundraising Team of the Year for that state. Winners from each state will go through for national judging to determine the FIA National Fundraising Team of the Year.

National teams are to enter via the state of their organisation's Head Office or where most of their fundraising staff are based.

Award Requirements

Applicants must be a current (2021-2022) Organisational Member of FIA and the submission must be approved by the CEO/ Head of Fundraising or equivalent.

If you are not a current member or are unsure of your membership status please call 1300 889 670.

How to Enter:

Complete the online submission form [here](#) and upload supporting documentation as required.

Please see the next page for a list of information you will need to prepare and questions you will need to answer in order to complete the nomination form. All questions listed require answers.

Cost:

There is no charge for entries in 2021.

Applications close on Friday 3 September 2021.



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Need help?

If you need assistance with your nomination, please contact FIA on 1300 889 670, or email training@fia.org.au or visit our website www.fiaawards.org.au

Nomination Form Questions

CONTACT PERSON DETAILS

- Contact First Name
- Contact Last Name
- Contact Email Address
- Position
- Organisation
- Phone number

CEO/HEAD OF FUNDRAISING OR EQUIVALENT DETAILS

- Full name
- Position
- Phone number and email address

TEAM TITLE

Please indicate the Team Title that you wish to appear in all documentation including, but not limited to, media releases, certificates and trophies. Spelling will be taken as it appears.

CERTIFICATE OF RECOGNITION

Please include the names of up to six key personnel who make up this team. Only the personnel listed will be issued individual award certificates. If more than six team members, you may choose to have the Organisation and Team Title only listed on the certificate.

Please ensure that the names below are spelt correctly. FIA will not reprint certificates if these names are spelt incorrectly.



JUDGING CRITERIA AND WEIGHTING

Guide: approx. 300 words per criteria

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| <p>Executive Summary</p> <p>a) Provide a comprehensive summary of the award submission and how the fundraising team contributes to the organisation’s purpose. Outline the campaigns the team have worked on, and how teamwork was important to the overall success of these campaigns.</p> <p><i>This information may be used for all introductions, publications and media releases and trade publication reviews.</i></p> <p>b) Please provide a short (approx. 1-3 min) video telling us why this team should win this award. This can be a simple video filmed on your phone. The quality of the production will not be considered in the judging process – it’s about the story you tell.</p> | 20% |
| <p>Fundraising team structure and management strategy</p> <p>Please outline the fundraising team structure and how campaign responsibilities were allocated. Explain the management of the team and how it impacted on results of the fundraising activities and performance of the team. How did the fundraising team work within the broader organisation to improve co-operation and effectiveness?</p> | 20% |
| <p>Activities delivered and key performance measurement</p> <p>Please tell us about the activities (campaigns/projects/programs) this team has delivered and how you measured the success of each activity. How did the team leverage resources/knowledge of each of the activities delivered to increase the overall performance of the collective fundraising effort? How did you ensure the team’s activities were best practice and aligned to the FIA Code?</p> | 20% |
| <p>Fundraising team development and investment in professional development</p> <p>Please outline the organisations team and staff development strategy. Detail commitment to professional development and how that contributed to the success of the fundraising activities and team effectiveness. Nb. This may include both personal and professional development strategies.</p> <p>Please detail staff retention in this team and what strategies are used to retain fundraising staff.</p> | 20% |
| <p>Impact and outcomes</p> <p>Please tell us the overall impact that this team had on your fundraising activities. How was this measured?</p> | 20% |



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SUPPORTING DOCUMENTS

- The logo of the organisation the team represents (high res EPS or JPG minimum 600dpi).
- At least two images suitable for the 2022 Awards publication (this may include a photo of the team).
- Up to 3 pieces of other supporting materials to enhance your submission. This could include a video, audio, collateral, Powerpoint presentation or other media suitable for showing at FIA's Conference Gala Awards Dinner.

Please note that these materials may be used in Powerpoint presentations and other published materials related to the Awards. FIA reserves the right to reproduce entries in all FIA publications and in other promotional materials, including the FIA website and media releases.

Terms and Conditions of Entry

1. The submitting organisation must be a 2021/22 Organisational Member of FIA and the submission must be approved by the CEO/Head of Fundraising or equivalent.
2. If the entry is being submitted by a consultant the CEO/ Head of Fundraising /or equivalent of the submitting charity must endorse the entry form. The nominating consultant must also be a current (2021-2022) Organisational Member of FIA.
3. No alterations to entries will be permitted after the closing date, Friday 3 September 2021.
4. Entries will not be accepted unless they are complete and submitted according to guidelines.
5. FIA reserves the right to use any/all submission material entered for promotion of the Awards. FIA may use aggregated data for purposes of research on fundraising benchmarks.
6. Under no circumstances shall FIA be held responsible for the payment of any royalties or other charges for the use of materials provided in support of the awards. All entries become the property of the FIA on submission.
7. Judges reserve the right to withhold awards at their discretion if entries received are not meritorious. The decision of the judges will be final and no correspondence will be entered into. FIA accepts no responsibility or liability for any loss of commercial privilege or any other thing which constitutes loss or damage as a result of an entry in the FIA Awards for Excellence in Fundraising.