



AWARDS OVERVIEW & PROCESS

ABOUT THE COMMUNITY HART AWARDS

The VLGA, in partnership with Reconciliation Victoria and supported by Bank Australia, presents the 4th annual Community HART Awards. These Awards recognise Victorian initiatives that contribute to local reconciliation outcomes. Nominations could be initiatives that demonstrate Aboriginal and non-Aboriginal people working together, and initiatives that have contributed to relationships, respect and understanding.

The Community HART Awards will be presented at an event in Melbourne on Friday 2 June 2017, during Reconciliation Week.

Winners will receive a prize. The community organisation winner will also be awarded \$1000 to support their reconciliation initiatives.

The short-listed and winning initiatives will be profiled in a booklet and promoted on the websites of Reconciliation Victoria, VLGA and Bank Australia to provide inspiration for other organisations and communities.

HOW TO APPLY

Nominations for the 2017 Community HART Awards open 9am Wednesday 15 February and close at 5pm on Monday 3 April 2017. Any local government or community organisation which is a member of the VLGA or Reconciliation Victoria, or a customer of Bank Australia is eligible to apply for the Awards. If your organisation is not a member or customer, you must be nominated by an individual or organisation which is a member or customer of either the VLGA, Reconciliation Victoria or Bank Australia.

All nominations must include:

- Completed nomination cover sheet and checklist
- A statement of nomination (100 words max – this will be used in the finalist booklet) & a statement of the context and need for the initiative (100 words max)
- Responses to the Award criteria (200 words maximum, per criteria)
- Three photos relating to the nominated project/program/team (Min. resolution of 300 dpi - highest quality camera setting in a JPEG or TIF format) to be used in the finalist booklet
- Any relevant supporting documents (optional)
- A logo of the nominated organisation (JPG/TIF) – which will be displayed in the finalist booklet
- Contact details for two referees who are not directly involved in the management or organisation of the nominee.
- Nominations to be emailed to events@vlga.org.au by 5pm on Monday 3 April 2017

For queries on the Awards process, please contact VLGA on the email above or on 03 9349 7900 or Reconciliation Victoria on 03 9016 0657 or info@reconciliationvic.org.au.

ENTRY GUIDELINES

- Entries open 9am Wednesday 15 February and close at 5pm on Monday April 3 2017 and will only be accepted during this time
- The entry requires you to submit a statement of nomination & summary of context and need for the initiative of no more than 100 words each responses to the selection criteria of no more than 200 words per criteria. You must answer all criteria questions.
- Each nomination must include a logo for use in promotional material. (JPG/TIF) This can be a logo for the organisation or the initiative, or both.
- Each nomination must include three photographs which support the application (min resolution) which will be used in the finalist booklet. Please ensure appropriate permissions have been provided.
- Nominations may include additional supporting information such as marketing material – however this is not mandatory
- Applicants may be contacted to provide further information/detail regarding their nomination.
- At least one representative for the organisation must be available to attend the award ceremony in Melbourne on Friday 2 June 2017, during Reconciliation Week.

THE JUDGING PROCESS

- The Community HART Awards will be judged by a three-person panel comprised of a representative from the VLGA and Reconciliation Victoria and one independent judge.
- Judging will be based on the material provided by applicants within the entry timeframe
- Nominees will be advised by Thursday 13 April whether they are a finalist for the 2017 Community HART Awards
- Each criteria will be weighted according to the matrix provided.
- Judges will be looking for initiatives that have demonstrated strong partnerships, engagement and tangible outcomes.
- The judges' decision is final.



AWARD NOMINATION APPLICATION

NOMINATION COVER SHEET

Please note this application can be completed electronically when opened with Adobe Acrobat Reader DC. Click on 'Fill & Sign' once PDF document opens to type directly into the document. Please contact VLGA if you have any document or formatting queries.

Nominating for:

Please tick one	Award category
<input type="checkbox"/>	Local Government Award
<input type="checkbox"/>	Non-Government, Community Organisation Award

Please complete the following:

Information required	Details
Local government or Organisation name	
Name of project, program, team or department being nominated	
Nominator's contact name	
Contact number	
Email	
Postal address	

If you are nominating on behalf of, please provide contact details for a representative of the local government or organisation (or leave blank):

Name	
Contact number	
Email	
Postal address	

I confirm that:

Please tick at least one box	Membership status
	The nominated organisation is a member of the VLGA
	The nominated organisation is a member of Reconciliation Victoria
	The nominated organisation is a customer of Bank Australia
	The nominated organisation is not a member, but as the nominator I am a member of the VLGA
	The nominated organisation is not a member, but as the nominator I am a member of Reconciliation Victoria
	The nominated organisation is not a customer, but as the nominator I am a customer of Bank Australia

NOMINATION CHECKLIST

Item required	Tick if complete
Completed cover sheet with nominee/nominator contact information	
The nominee or nominator is a member of either the VLGA, Reconciliation Victoria or customer of Bank Australia	
I have included a logo of the organisation and / or organisation's Project	
I have included 3 photos relating to the organisation (or its Project) and confirm that the VLGA, Reconciliation Victoria and Bank Australia have permission to use this photo publicly (eg. In the finalists booklet, in media releases or on a website) and they are high quality resolution.	
I have completed a summary (written or recorded) of the organisation (or its Project) & a statement of context and need for initiative- no more than 100 words each.	
I have completed a response (written or recorded) to the selection criteria (no more than 200 words per criteria).	
I have included the details of at least two referees who are not directly involved in the management or organisation of the nominee	
I have provided supporting documents (if relevant) eg. marketing materials	
At least one representation from the nominated organisation will be available to attend the award ceremony on Friday 2 June 2017 in Melbourne (time to be confirmed)	
I will be submitting my application before the deadline of Monday 3 April 2017 at 5pm	



STATEMENT OF NOMINATION

Please provide two brief statements, no more than 100 words each detailing:

- 1) why you are nominating this initiative; including a brief summary of the organisation and initiative (this statement will be used in the finalist booklet)
- 2) the context and need for the initiative

If you would prefer to make a short (10 min) video including a statement of nomination & responding to the award criteria please contact us for more information.

Write/type your response below:

Statement of Nomination: (100 words max)

Statement of context and need for initiative: (100 words max)



AWARD CRITERIA

In a separate document, please respond to the selection criteria listed below (no more than 200 words per criteria). If you would prefer to make a short (10 min) video including a statement of nomination & responding to the award criteria please contact us for more information.

Please note you must answer all of the criteria questions to the best of your ability.

CRITERIA

1. Demonstrated engagement with Aboriginal and non-Aboriginal people during the development and implementation of the initiative (35%)

For example: How did you work with members of each community? How did you engage with the wider community? How were people involved with decision making? Did you partner with supporting organisations?

3. The initiative displays best practice and/or innovation and creativity (20%)

For example: Do you provide mechanisms for feedback and evaluation?
What makes your initiative unique? What are the ideas behind it?

4. Demonstrated outcomes through commitment to reconciliation (35%)

For example: What are the benefits of the initiative? How does it contribute toward a vision of all people as valued and active social citizens? How does it contribute to relationships and respect between Aboriginal and non-Aboriginal people? How is the initiative incorporated into the organisation's overall culture?

5. Demonstrated sustainability and impact of project. (10%)

For example: Has, or will this initiative continue on over a number of years? How will it be integrated into part of the community? Have you been able to source additional funding?



REFEREES

All nominations must include details of two referees (minimum) who can be contacted further. Please include referees who are not directly involved in the management or organisation of the nominee.

REFEREE ONE

Name	
Organisation	
Position	
Phone	
Email	
How does the referee know the person/org/project?	

REFEREE TWO

Name	
Organisation	
Position	
Phone	
Email	
How does the referee know the person/org/project?	