

Outstanding Philanthropic Award Guidelines

Welcome nominating agencies!

National Philanthropy Day is a wonderful way to recognize and honor outstanding individuals or organizations that have made significant financial contributions to your organization. Please carefully review the category descriptions and guidelines for submitting your nominations.

Key Dates:

May 1st – Nominations open

July 31st – Deadline for submitting nominations for all **Outstanding Philanthropist Award** nominations

August 31st – Deadline for submitting **Distinguished Agency Honoree Awards**

Two Ways to Honor People or Organizations

1. **Outstanding Philanthropic Awards:** Are presented to individuals, corporations, service organizations, youth, and young adults who demonstrate an exceptional commitment, not only to your individual agency, but to the community as a whole. Local non-profits submit nominations, which are reviewed and voted upon by a panel of judges
2. **Distinguished Agency Honorees:** Every agency has someone special... someone who consistently goes above and beyond, making contributions of time, financial support, or special and unique talents. Please take this opportunity to acknowledge the contributions by that special person to your agency.

General Guidelines:

Only non-profit 501(c)(3) agencies are eligible to submit nominations.

ALL nominations will be submitted through the portal on the centralcoastnps.org website by selecting NOMINATE from the menu along the top of any page on the site.

Complete descriptions of Outstanding Philanthropic Award categories are provided below.

Log-in is required:

First-time visitors should select “not registered? sign up here” in the Nominate Now! window to complete registration; *all* contact information requested on the Registration screen is required to register.

- Make a note of your Username (email address used for registration)

UN: _____ and

Password: _____

- Returning visitors will use their email address as a Username and access submissions with the password selected.

Outstanding Philanthropic Award categories are as follows:

Agencies may nominate in one or all categories of awards.

Please note: Nomination narratives are strictly limited to 450 words and should specifically address actions that are the focus of the award.

Youth: Ages 5 - 18; an individual who has provided direct financial support and has demonstrated philanthropic initiative and/or leadership with his/her peers.

Young Adult: Ages 19 - 26; an individual who has provided direct financial support and has demonstrated philanthropic initiative and/or leadership with his/her peers.

- How has this youth/young adult encouraged the spirit of philanthropy in his/her community?
- What issue was tackled and what motivated that work?
 - *Note: Please provide school name and address, contact person at the school, with both school season and summer contact information.*

Corporation: a local, for-profit business or corporation that has been generous in direct financial support of local charities.

- How does the corporation engage its employees in the spirit of philanthropy and community involvement?
 - *Note: Charitable foundations of for-profit corporations (i.e. the Newman's Own Foundation) should be categorized as Corporation.*

Foundation: a legal categorization of non-profit organizations which may fund specific charitable purposes or broadly fund varied charitable endeavors in our local non-profit community.

- How has the foundation demonstrated innovative problem-solving for issues facing our community?
- How does this foundation support its grantee organizations beyond financial contributions?

Service Organizations: a voluntary, non-profit organization where members meet regularly to perform charitable works either by direct hands-on efforts or by raising money for other organizations.

- How does the organization engage its members in the spirit of philanthropy and community involvement?

Philanthropist of the Year: an individual or family with a record of exceptional generosity who, through direct financial support, has demonstrated outstanding civic and charitable responsibility, and whose generosity encourages others to take philanthropic leadership roles in our community.

- How has this individual impacted your organization and/or the community at large?

**Outstanding Philanthropic Award:
Nomination Guidelines & Submission Instructions**

Guidelines – Agencies may nominate in one or all categories of awards. Nominations should be compelling and complete. Provide details corresponding to the following as well as to the specific questions associated with award categories as described above.

Nominations of the same individual/entity by multiple agencies are encouraged as they provide a broader representation of the deep philanthropic commitment and impact of the nominee.

Please note: *Nomination narratives are strictly **limited to 450 words** and should specifically address actions that are the focus of the award.*

- Describe the nominee’s contributions to your organization.
 - Please provide actual dollar amounts or the percentage of the project/program supported, if applicable.
- Describe the impact and/or long term benefits of this philanthropy to your organization. For example:
 - the nominee spearheaded or initiated an innovative solution to a social issue
 - fund have established a sustainable resource
 - the nominee grasps your mission and as an ambassador has engaged broad support from other sources/individuals
- Describe what is inspiring about the nominee’s philanthropy.
- When possible, describe motivation, family history of philanthropy, and/or obstacles that have been overcome
- Scope of Philanthropy:
 - Whenever possible, please consult with colleagues to provide information regarding any other organizations or programs the nominee supported.

INSTRUCTIONS FOR SUBMISSION:

- Access the nomination portal by logging in through the **Nominate** page of our website (centralcoastnpsd.org).
- Select the **Outstanding Philanthropic Award** button, *or* if you have already started a nomination, click “view your nomination history” and finalize.
- Follow the directions on the screen to complete the required information (carefully check spelling so nominee(s) and your Agency are presented correctly in printed materials.)
- When satisfied with your nomination, click SAVE.
- PRINT a copy of the nomination for your records.
- When complete, click the REVIEW & SUBMIT button. This will open a final review page. Please note your nomination is not fully submitted until you have clicked the SUBMIT button on this screen.
- Select whether to submit another nomination or to end your session.