

Distinguished Agency Honoree Guidelines

Welcome nominating agencies!

National Philanthropy Day is a wonderful way to recognize and honor outstanding individuals or organizations that have made a significant impact on your organization and the community. **Please carefully review the category descriptions and guidelines** for submitting your nomination(s).

Key Dates:

June 15 – Nominations open for Outstanding Philanthropic Impact Awards

July 31 – Deadline for submitting nominations for ***Outstanding Philanthropic Impact Awards***

August 31 – Deadline for submitting ***Distinguished Agency Honorees***

Two Ways to Honor People or Organizations

- **Outstanding Philanthropic Impact Awards:** Presented to individuals, corporations, foundations, service organizations, youth, and young adults who demonstrate an exceptional commitment to your organization and ideally, to the community with inspiring and impactful philanthropy. Local nonprofits submit nominations, which are reviewed and voted upon by a selection committee of community and nonprofit leaders.
- **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 impact that special person has had with your agency.

General Guidelines:

In addition to direct financial support, the NPD committee and AFP Board encourage agencies to expand that definition of philanthropy to include nominees who have created lasting and meaningful impact in your organizations, as well as with other programs. Consider those that enabled your organization to fulfill community needs in ways that were most impactful and inspiring.

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

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

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Complete descriptions of Outstanding Philanthropic Impact 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.

Distinguished Agency Honoree:

Nomination Guidelines & Submission Instructions

Please note: Nomination descriptions are **strictly limited to 45 words** per Honoree.

INSTRUCTIONS FOR SUBMISSION:

- Access the nomination portal by logging in through the **Nominate** page of our website (centralcoastnpsd.org).
- Select the **Distinguished Agency Honoree** button.
- Enter the Full Name of your Agency Honoree (*carefully check spelling*).
- Check all spelling carefully so Honoree(s) and your Agency are presented correctly in printed materials.
- Narrative Statement is limited to 45 words (*the text box will count down and limit your entry*).
- To come back and finalize the nomination later, 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.