

### **Carroll H. Hynson, Jr. Award for Diversity, Equity, and Inclusion in Philanthropy - Nomination Guidelines**

**Award Description: Carroll Hynson, Jr. Award for Diversity, Equity, and Inclusion in Philanthropy** – This award is named in honor of Carroll H. Hynson, Jr., founding CFAAC Board Member and longest running host of the Celebration of Philanthropy Awards Luncheon. It will be presented to an individual who has made outstanding contributions to philanthropy by building bridges, connecting people dedicated to diversity, equity, and inclusion, and championing the acceptance, respect, and inclusion of all.

#### **Nomination Process:**

- ✦ Individuals may not nominate themselves.
- ✦ Nominees will receive a recognition letter from CFAAC upon receipt of the nomination form. The letter will include information on the nomination and selection process.
- ✦ A selection committee of past recipients, which include philanthropists, volunteers, local nonprofit, business, and community leaders will review all nominations and select the awardee.
- ✦ Following the selection, and prior to the public announcement, nominees will receive a letter notifying them of the results.

**Nomination Narrative:** Provide a written statement that includes specific information illustrating how the individual's achievements have had a positive impact on diversity, equity, and inclusion in philanthropy in Anne Arundel County. Individuals nominated for this award may include fundraising professionals whose actions have had a direct and lasting effect on our community. Include evidence and clear examples of what makes your nominee so exceptional. **Nominations should be limited to 500 words and include no more than three supporting documents.**

Start with a clear, direct, and specific statement of why the nominee deserves recognition. Include enough information for the selection committee to become familiar with the nominee's specific challenges faced, actions taken, and results or goals met. List the most important information in the first few sentences and then elaborate, as necessary.

**Provide specific examples that address the award description and elaborate on why the nominee's accomplishments are worthy of the award. Examples should include the activities and qualities that make this person outstanding, and that are clearly relevant to the award description.**

- WHAT did the nominee do?
  - Projects and/or activities
  - Any challenges or issues encountered and overcome
- HOW did they do it?
  - Initiative and/or leadership
  - Teamwork
  - Creativity and/or innovation
- WHAT were the results and/or impact?
  - What did the nominee's efforts accomplish?
  - Are there specific benefits that have derived from those efforts?

Describe how others regard the nominee. Consider mentioning major awards and/or the nominee's other education, community, etc. efforts.

Be thorough in including all organizations that benefit from the nominee's efforts. This will enable the selection committee to fully understand the nominee's involvement in the community and breadth of impact. The best way to ensure that you have included everything is by asking your nominee for input!

### How to Write a Winning Nomination

- Share the big picture – collaborate with other individuals and organizations to tell your nominee’s story.
- Determine who can write the best letters of support.
- Talk with your nominee, their family, and friends. Collect as much information as possible.

## 2021 Carroll H. Hynson, Jr. Award for Diversity, Equity, and Inclusion in Philanthropy

### Nominee:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

List of Nonprofits Supported by the Nominee: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### Nomination Submitted by:

Contact Name: \_\_\_\_\_ Title: \_\_\_\_\_

Nonprofit/Organization (if applicable): \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

### Deadline for entries is Friday, July 23, 2021.

Assemble your nomination materials, including:

- Nominee’s Contact Information
- Nominator’s Contact Information
- List of Nonprofits Supported by Nominee
- Nomination Narrative – The written statement is limited to 500 words.
- Letter(s) of Support - Up to three letters of support are welcome in addition to the written statement.
- Nomination must be submitted in its entirety by the deadline to be eligible.

**Email completed form, written statement, and supporting documents to Amy Francis at [amy@cfaac.org](mailto:amy@cfaac.org).**