

Victoria's Multicultural Awards for Excellence 2008

Guidelines & Nomination Form

Message from the Premier



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Through the awards we can show our appreciation to inspirational members of our community who work selflessly for the benefit of others. These individuals strengthen Victoria's reputation for being a harmonious, vibrant and cohesive multicultural society.

Whether it be in the field of education, innovation, healthcare, community development, sport or the arts, I encourage any Victorian who believes they have a friend, colleague, or family member deserving of official

recognition to submit a nomination on their behalf. I am extremely proud to support the annual Multicultural Awards for Excellence and the lasting acknowledgement they represent to those helping to forge Victoria's reputation as a thriving multicultural society.

The Hon John Brumby, MP
Premier of Victoria
Minister for Multicultural Affairs

VICTORIAN
multicultural
commission



Victoria's Multicultural Awards for Excellence 2008

Nomination details	
Please indicate the category & award for which this nomination is to be considered	
Category	
Individual: <input type="checkbox"/> Lifetime Achiever (Meritorious Service) <input type="checkbox"/> Community Leadership <input type="checkbox"/> Young Achiever	Organisation: <input type="checkbox"/> Community Based Organisation <input type="checkbox"/> Service Provider <input type="checkbox"/> Local Government <input type="checkbox"/> State Government <input type="checkbox"/> Media Outlet
Education/Institute: <input type="checkbox"/> Primary <input type="checkbox"/> Secondary <input type="checkbox"/> Tertiary <input type="checkbox"/> Community Language School	Business: <input type="checkbox"/> Small (Under 20 employees) <input type="checkbox"/> Large (More than 20 employees)
Award	
<input type="checkbox"/> Meritorious Service to the Community Award <input type="checkbox"/> Local Government Award <input type="checkbox"/> Victorian Multicultural Education Award <input type="checkbox"/> Business Corporate Award	<input type="checkbox"/> VMC Ambassador Award <input type="checkbox"/> Premier's Award for Community Harmony <input type="checkbox"/> Service Delivery to Multicultural Victoria <input type="checkbox"/> Media Award
Nominee's details	
Name	<input type="text"/>
Organisation	<input type="text"/>
<small>*If nominating an organisation please include contact person and position held within organisation</small>	
Postal address	<input type="text"/>
Email	<input type="text"/>
Telephone	<input type="text"/>
Fax	<input type="text"/>
Nominator's details	
Name	<input type="text"/>
Postal address	<input type="text"/>
Email	<input type="text"/>
Telephone	<input type="text"/>
Fax	<input type="text"/>
Declaration by nominator	
I hereby nominate this person/organisation in accordance with the guidelines for 2008 Multicultural Awards for Excellence. I have attached a written statement/relevant material and details of two referees to support my nomination.	
Signature	<input type="text"/>
Date	<input type="text"/>
Details of two (2) Referees to support your application	
1st Referee	2nd Referee
Name	Name
<input type="text"/>	<input type="text"/>
Postal address	Postal address
<input type="text"/>	<input type="text"/>
Organisation <small>(If applicable)</small>	Organisation <small>(If applicable)</small>
<input type="text"/>	<input type="text"/>
Position held	Position held
<input type="text"/>	<input type="text"/>
Daytime phone	Daytime phone
<input type="text"/>	<input type="text"/>
Email	Email
<input type="text"/>	<input type="text"/>

How to prepare your nomination

1. Complete the attached nomination form and submit with a statement of support (no more than 2 pages) including a brief outline of the nominee reflecting the key activities undertaken to demonstrate the individual/organisation's passion, leadership or commitment towards demonstrating excellence in multicultural affairs.
2. Respond to criteria – nominations should reflect the relevant selection criteria for the chosen award category.
3. Supporting material – where appropriate you may attach relevant material to support your nomination. This is particularly relevant for the media category. (Please note – support material will not be returned).

Frequently asked questions

Q Can government agencies submit nominations?

A Yes, all government agencies across each tier of government are welcome to submit nominations.

Q Can I nominate a person or group in more than one category?

A Yes, you can nominate a person or group in any category for which they are eligible.

Q If a person has already received an award in a specific category can they be nominated again?

A No. Any person or organisation who has already received an award in a specific category is not eligible to receive another award in the same category.

Q How long should my nomination be?

A Written nominations should be between 1 and 2 pages reflecting the key activities undertaken to demonstrate the individual/organisations passion, leadership or commitment and responding to the criteria.

Q How many nominations can I submit?

A You can submit a maximum of two nominations. If you require further forms photocopies will be accepted. You can also download nomination forms from the website; www.multicultural.vic.gov.au

Q When do nominations close?

A 4.00pm 29 September 2008.

Q How do I know if my nomination has been successful?

A Once all nominations have been received and the assessment process has been completed by the assessment panel, successful recipients and nominators will be notified and invited to attend a presentation ceremony at a date to be determined later in the year.

Assessment process

- It is important that your nomination addresses the assessment criteria. A nomination may be declared invalid if all of the relevant criteria have not been addressed or the nomination form is incomplete.
- Remember your nomination will be assessed on the information you provide – please take your time when preparing the application and include all details that reflect the work of the individual or organisation.
- Please ensure your nomination is written in a clear and concise manner and is easy to understand.
- An initial assessment will be made to ensure that nominations are valid and meet the criteria. All persons submitting nominations will receive a letter of acknowledgement.

Once the selection panel has made its recommendations only successful nominations will be notified.

Entries must be received by 4.00pm Monday 29 September 2008

Mail: Awards Co-ordinator, Victorian Multicultural Commission
GPO Box 2392, Melbourne Vic 3001

Email: info@vmc.vic.gov.au

Contact us:

Victorian Multicultural Commission
Address: Level 11, 1 Spring Street
Melbourne Victoria 3000

Phone: (03) 9208 3183

Website: www.multicultural.vic.gov.au

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