

**ASSOCIATION OF FUNDRAISING PROFESSIONALS
GREATER HOUSTON CHAPTER**

**NATIONAL PHILANTHROPY DAY®
2018 AWARDS APPLICATION**

APPLICATION GUIDELINES AND INSTRUCTIONS

1. Entries for all award categories can be submitted to the Association of Fundraising Professionals, Greater Houston Chapter (AFP) offices beginning **Monday, April 9, 2018**, and must be received by **5 p.m., Thursday, June 7, 2018**. Please do not anticipate a deadline extension.
2. **All entries must be submitted in a single electronic PDF file** and must be emailed to the AFP office no later than **5 p.m., Thursday, June 7, 2018**. You may send the file with a “Read Receipt” option. The AFP office will email you a confirmation notice upon receipt of the application.
3. Narratives should be no more than three (3) pages, single-spaced (12-point font with 1-inch margins). Using narrative form, enumerate each criterion and address each one separately in the order requested. Narratives should contain complete and concise answers to criteria. Entries will be judged on the responses to the criteria. Nominating organizations are encouraged to include the nominee in the process of developing the narrative so that the broad scope of their philanthropy is represented.
4. Two (2) letters of recommendation from other organizations are required, but no more than five will be accepted. Letters from board members affiliated with nominated organization are not acceptable. For outstanding fundraising program awards, volunteers and/or donors can provide letters of support. Please include letters of recommendation in the PDF file.
5. Two bios and a photo are required at the time of nomination. The short bio should have a maximum of 200 words and the longer bio should have a maximum of 500 words. A high resolution photo (3.5 megabytes) should be submitted in Jpeg format. If a corporate nominee, please submit a high resolution logo in Jpeg.
6. Please do NOT send collateral material such as brochures, invitations or annual reports.
7. Applications are the responsibility of the nominating organization; incomplete applications or applications for the incorrect category will not be considered. Individuals and organizations will receive their awards at the National Philanthropy Day® luncheon on November 15, 2018. **HONOREES MUST BE PRESENT TO RECEIVE THE AWARD.** Before nominating individuals, please confirm they will accept an award, if chosen, and that they will attend the luncheon. Honorees will be notified in mid-July and may be announced as early as late July.
8. Deceased individuals must have been alive on June 7, 2018, to be eligible for nomination for the 2018 awards.
9. Nominees must serve AFP Greater Houston Chapter’s geographic area.
10. A re-nomination letter will be sent to all nominating organizations from 2017. Organizations who wish to have their 2017 application re-considered must provide a brief letter updating any important information for the current year.

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11. The Outstanding Fund Raising Executive of the Year Award, M. Anne Murphy Award for Professional Excellence and Byron Welch Lifetime Achievement Award may be presented at the September Chapter dinner or at the NPD luncheon. Honoree must be present to receive the award.

12. Individuals serving as Chair and Co-chair on the Awards Committee cannot be nominated for the Byron Welch Lifetime Achievement, M. Anne Murphy Award for Professional Excellence or Outstanding Fund Raising Executive of the Year awards. Additionally, to avoid conflicts of interest among the judges, members of the Award Selection Committees will not be assigned to categories until after the application deadline passes.

13. Applications will be kept on file with AFP for one year and may be resubmitted upon request of nominating organization. Nominating organization is responsible for updating application contents. Winning applications become the property of AFP and may be used as samples for future applicants.

APPLICATION SUBMISSION INSTRUCTIONS:

BY EMAIL ONLY

admin@afphouston.org

Receipt of all entries will be acknowledged via email. If you do not receive an email confirming receipt, please contact the AFP Chapter Administrator at admin@afphouston.org or 713-266-2800 **PRIOR** to the deadline date.

QUESTIONS:

Any questions regarding nominations should be directed to Kristi Cooper at 713-443-9091 or kristi.cooper@mcnairfoundation.org, who will be happy to assist you.

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APPLICATION FORM

(THIS FORM SHOULD BE THE FIRST PAGE OF THE PDF SUBMISSION*)

Award Category: _____

Nominee's Name: _____

Associated with (firm or organization): _____

Contact Person: _____ **Position:** _____

Mailing Address: _____

City: _____ **State:** _____ **Zip Code:** _____

Phone: _____ **Fax:** _____

Email: _____ **Website:** _____

Nominator's Name: _____ **Position:** _____

****Nomination Facilitator Name:** _____ **Position:** _____

Associated with (firm or organization): _____

Mailing Address: _____

City: _____ **State:** _____ **Zip Code:** _____

Phone: _____ **Fax:** _____

Email: _____

* Enumerate each criterion and address each one in narrative form using no more than three (3) pages, single-spaced (12-point font with 1-inch margins).

** This is usually the development professional facilitating the nomination. This person will be the "host" from the nominating organization for the award winner and will be the main point of contact for the winner.

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AWARD CATEGORIES

(CRITERIA ASSOCIATED WITH EACH AWARD MUST BE ADDRESSED)

Enumerate each criterion and address each one in narrative form using no more than three (3) pages, single-spaced (12-point font with 1-inch margins).

1. MAURICE HIRSCH AWARD FOR PHILANTHROPY *This award is the highest recognition and honor to an individual donor or family by the Greater Houston Chapter. Awarded to an individual or family with a proven record of exceptional generosity who, through direct financial support, demonstrates outstanding civic and charitable responsibility and whose generosity encourages others to take philanthropic leadership roles in the community.*

REQUIRED CRITERIA:

- For EACH organization/cause supported by the nominee, describe (1) the gifts provided, (2) additional participation and (3) IMPACT of the nominee's gift and work on the organization's ability to provide programs and services. (0-65 points)
 - Description of the innovation/creativity/leadership in the causes the nominee supported, how issues were addressed or solved and/or how the funds were raised. (0-10 points)
 - Description of the nominee's work in encouraging and motivating others to get involved with and/or take leadership roles in philanthropy (i.e. challenge gifts, matching gifts, volunteering, etc.). (0-25 points)
 - This award is only given once in a lifetime to an individual recipient. At the discretion of the committee, a family may receive the award multiple times to recognize new generations of philanthropists.
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2. OUTSTANDING PHILANTHROPIC FOUNDATION *This award honors a private foundation that demonstrates outstanding commitment through financial support, innovation, encouragement and motivation of others to take leadership roles in philanthropy and/or community involvement.*

REQUIRED CRITERIA:

- For each major program area/cause/initiative, provide description of the nominee's (1) philanthropic support (including financial, time and other resources), (2) innovation or creativity in addressing the issue and (3) the leadership role the nominee played. (0-45 points)
 - For each major program area/cause/initiative, provide description of the IMPACT of the nominee's philanthropic support, innovation, creativity and leadership. (0-35 points)
 - Description of the nominee's work in encouraging and motivating others to get involved with and/or take leadership roles in philanthropy. (0-20 points)
 - Award recipient can only receive the award every 10 years or at the discretion of the committee.
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3. OUTSTANDING CORPORATION, LARGE (more than 100 employees)
AND

4. OUTSTANDING CORPORATION, SMALL (fewer than 100 employees)

These awards honor a corporation or corporate foundation that demonstrates outstanding commitment through financial and/or in-kind support and through encouragement and motivation of others to take leadership roles toward philanthropy and community involvement.

REQUIRED CRITERIA:

- Description of OVERALL gift support by the nominee and general approach and philosophy to philanthropy and charitable support. (0-15 points)
 - For each MAJOR cause, initiative or nonprofit supported by the nominee, include description of (1) philanthropic support (financial, time and other resources), (2) innovation and creativity in addressing the issue or cause, and (3) IMPACT of that support on those causes and nonprofits. (0-45 points)
 - Description of additional gift support and achievements accomplished through the corporation's efforts. (0-25 points)
 - Description of the nominee's work in encouraging and motivating others (e.g., employees, clients, customers, the public) to get involved with and/or take leadership roles in philanthropy. (0-15 points)
 - Award recipient can only receive the award every 10 years or at the discretion of the committee.
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5. OUTSTANDING VOLUNTEER FUNDRAISER *This award honors an individual or family who demonstrates outstanding skills in coordinating and motivating groups of donors and volunteers for fundraising projects for the benefit of charitable institutions. The recipient must have demonstrated exceptional leadership skills in coordinating groups of donors and volunteers for major fundraising projects for more than one nonprofit organization.*

REQUIRED CRITERIA:

- For EACH organization/cause for which the nominee has helped raise funds, provide description of (1) leadership role and responsibilities, (2) ability to organize and manage campaigns and groups, (3) funds raised, (4) time, effort and personal financial commitment and (5) IMPACT the nominee and his/her work had on the organization's ability to provide programs and services. (0-65 points)
 - Description of both the nominee's ability to lead, motivate, manage and inspire others, as well as the ability to work within a team. (0-20 points)
 - Description of the nominee's support of other nonprofits where he or she may not have led fundraising efforts, but was active on boards and committees and gave and volunteered to the organizations. (0-15 points)
 - This award is only given once to any particular recipient.
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6. OUTSTANDING VOLUNTEER SERVICE “HARVEY HERO” – NEW FOR 2018 ONLY! This award honors an individual or individuals who have provided outstanding community service during Hurricane Harvey. If a group of individuals, they cannot be members of an organization whose primary purpose is community service. Examples of groups may include church groups, neighbors, alumni association, and employees. The recipient must have demonstrated exceptional volunteer leadership skills in coordinating others to help participate in and execute a service project(s) that impacted those affected by Hurricane Harvey in a significant way. Recipient cannot be paid for his or her leadership service.

REQUIRED CRITERIA:

- Provide description of (1) leadership role and responsibilities, (2) ability to organize and manage groups, (3) time, effort and personal financial commitment (if any) and (4) IMPACT the nominee and his/her work had among the group(s) that the Hurricane Harvey service project(s) was intended to help and support.
- Description of both the nominee’s ability to lead, motivate, manage and inspire others, as well as the ability to work within a team.
- Description of the nominee’s support and/or participation in other Harvey service projects where he/she may not have led the efforts, but actively participated in the service project(s).
- This award is only given once to any particular recipient.

7. OUTSTANDING COMMUNICATIONS PARTNER *Presented to a local media organization, individual, public relations firm, advertising agency or organization in a media-related enterprise that has a demonstrated track record of providing pro-bono services and is involved in advancing philanthropy. Must be nominated by a non-profit.*

REQUIRED CRITERIA:

- Evidence of direct efforts to raise awareness of philanthropy and the nonprofit community in the Greater Houston area. (0- 50 points)
- Evidence of broad-based community support and description of impact. (0 - 25 points)
- Evidence of encouragement and motivation given to others to take leadership roles in philanthropy. (0 - 25 points)
- Award recipient can only receive the award every 5 years.

8. OUTSTANDING COMMUNITY SERVICE ORGANIZATION *Recognizes a community service organization that demonstrates an outstanding commitment through community involvement and/or financial or in-kind support of philanthropic efforts. The nominated organization must be a non-profit.*

REQUIRED CRITERIA:

- Evidence of direct financial and/or in-kind support of community projects. (0 - 25 points)

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- Description of the impact of organization's support on the local community. (0 - 25 points)
 - Evidence of membership volunteerism in support of nonprofit community. (0 - 25 points)
 - Evidence of encouragement and motivation given to others to take a leadership role toward philanthropy and community involvement. (0 - 25 points)
 - Award recipient can only receive the award every 10 years or at the discretion of the committee.
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9. OUTSTANDING FUNDRAISING PROGRAM (less than \$2M funds raised)

AND

10. OUTSTANDING FUNDRAISING PROGRAM (more than \$2M funds raised)

Awarded to a Houston area nonprofit organization whose fundraising program is innovative and effective in securing financial support for the local community. Various categories of programs are eligible for this award and may include the following: capital campaigns (completed by submission deadline), annual events, special events and planned giving. Recognition may be given to single and/or multi-year programs. Impact on the overall agency budget as a percentage of annual revenue will be a major consideration.

REQUIRED CRITERIA:

- Description of fundraising program, event and/or campaign, including fundraising goal, net funds raised, time element, staff and volunteer involvement and impact on overall agency budget. (0 - 50 points)
 - Description of originality, inventiveness and impact on fundraising goal. (0 - 25 points)
 - Evidence of volunteer involvement and leadership. (0 - 25 points)
 - Submission of both non-profit's budget and specific fundraising program budget are required.
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11. OUTSTANDING FUND RAISING EXECUTIVE OF THE YEAR *This award honors an individual fundraising professional who demonstrates outstanding skills in coordinating and motivating groups of volunteers for fundraising projects for the benefit of charitable institutions. Nominee must have demonstrated exceptional leadership skills in the coordinating of volunteers for major fundraising projects for more than one nonprofit organization. Nominees must work directly for a nonprofit, charitable organization. Nominees must have a MINIMUM of 15 years of experience as a professional fundraiser working directly for a nonprofit organization (years as a consultant will not be considered). They must also be a current AFP member.*

REQUIRED CRITERIA:

- For each organization where the nominee has held a significant fundraising position (not necessarily entry-level but that position can be included if important), provide description of (1) position and responsibilities, (2) specific projects and campaigns completed, (3) funds raised—actual number and percentage growth—and (4) IMPACT of the nominee's work on the organization's programs.(0-25 points)
- Provide description of the nominee's leadership, such as development of new programs and departments, significant increases in return on fundraising investment, successful management of key programs, creating new organizational cultures and/or introduction of innovative and creative ideas. (0-20 points)

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- Confirm nominee's membership in AFP and number of years as an active member. (0-5 points)
 - Description of nominee's commitment to AFP, its mission of advancing ethical fundraising and the fundraising profession, including demonstration that the nominee abides by and promotes the AFP Code of Ethical Principles and Standards, the Donor Bill of Rights and similar principles. (0-15 points)
 - Description of individual's commitment to continuing professional development, including certification (CFRE, ACFRE, or equivalent certification), conference participation, publication and professional education. (0-15 points)
 - Evidence of commitment to fundraising and philanthropy through voluntary service and financial support of nonprofit organizations. (0-20 points)
 - This award is only given once to any particular recipient.
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