



World of Children

UNLOCK THE FUTURE FOR VULNERABLE CHILDREN

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# NOMINATION HANDBOOK

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YOUR GUIDE TO SUBMITTING A NOMINATION  
APPLICATION WITH WORLD OF CHILDREN



## INTRODUCTION

World of Children unlocks the future for vulnerable children by funding, elevating and educating the most effective global changemakers who are leading effective programs with a proven track record of success. From January 7, 2019 – March 31, 2019 (at 11:59 p.m. ET), World of Children will collect nomination applications for prospective award recipients.

We are thrilled you are interested in World of Children and invite you to read through this guide to:

1. Help you prepare the necessary information you need prior to accessing the nomination form online
2. Provide you helpful tips for crafting an effective Nomination application

## CONTENTS

1. Page 3 | Helpful websites and contact information
2. Pages 4 & 5 | Nomination form sections and questions
3. Pages 6 & 7 | Creating an effective nomination application



## WEBSITES AND CONTACT INFORMATION

Several resources are available on the World of Children website to help prepare you to for your nomination submission. Click any of the below links for more information.

- [General Nomination Information & Award Requirements](#)
- [Frequently Asked Questions](#)
- [Award Descriptions](#)
- [Technical Help – How to Submit a Nomination](#)
- [Nomination Submission Website – Adult Application](#)
- [Nomination Submission Website – Youth Application](#)

The World of Children team is available to assist you with any questions or concerns you have about the Nominations process. General office hours are Monday through Friday from 9 a.m. to 5 p.m. PT.

- Contact: Nicolle Quick, Senior Programs and Operations Manager
- Email: [nominations@worldofchildren.org](mailto:nominations@worldofchildren.org)
- Phone: 1-949-381-7670



## NOMINATION FORM

Prior to going online to submit your application, we recommend that you work with your nominee to be prepared with the information outlined below. The nomination form consists of several dozen questions designed to gather an extensive amount of information about your nominee and their organization. You may log in and out of the online system in order to complete the form in more than one sitting.

### AWARD CATEGORIES

World of Children accepts nominations in five categories of children's issues. Your nominee will be asked to submit their nomination in one of the following award categories:

- **Education Award** – Honors an individual making extraordinary contributions to the education of children
- **Health Award** – Honors an individual making extraordinary contributions to children through the fields of health, medicine, or sciences
- **Humanitarian Award** – Honors an individual making extraordinary contributions to children through social or humanitarian services
- **Protection Award** - Honors an individual making extraordinary contributions to protect children from fear, abuse, and exploitation (including trafficking, slavery, and sexual imposition)
- **Youth Award** – Honors an individual 21 years old or younger who is making extraordinary contributions in helping other youth.

### NOMINEE CONTACT INFORMATION

- Nominee name
- Nominee mailing address
- Nominee email and phone number
- Nominee date of birth

### NOMINEE WORK AND ORGANIZATION

Nominees must have an existing nonprofit, not-for-profit, NGO, or charity organization in good standing. You will need the following information:

- Organization name
- Organization website
- Organization mission statement and a brief description of how the organization accomplishes its mission
- Nominee's role within the organization
- Number of years the organization has been established as an official nonprofit/NGO/charity.
- Geographic region or regions in which the organization serves
- What age group the organization primarily serves



## FINANCIAL & EDUCATION INFORMATION

Additional questions related to the organization's budget and your nominee's educational background will be required, including:

- Organization's budget in US dollars for the previous calendar year

## SHORT RESPONSE PROMPTS:

In 250 words or less, please be prepared to respond to the following questions:

- What makes this person extraordinary and deserving recognition from World of Children?
- What about their personal story most inspiring?
- Did this person overcome significant obstacles or challenges in order to do their work?
- How does this organization improve the lives of children?
- What makes this organization's work impactful?
- What makes this organization's work impactful?



## CREATING AN EFFECTIVE NOMINATION APPLICATION

Each year, World of Children receives thousands of nomination applications for its Awards. To help you complete this process, we have put together the following tips to help you craft your application.

### 1. REVIEW THE AWARD REQUIREMENTS

Review the [Award Requirements](#) to ensure that your nominee meets the basic eligibility requirements for the Awards. In general, you should not submit a nomination if your nominee is not eligible. If you are unsure about any requirements, please email us at [nominations@worldofchildren.org](mailto:nominations@worldofchildren.org).

### 2. PROVIDE DETAILS AND CONTEXT

Assume that the reader of your nomination application knows nothing about your nominee, their organization, and why their work is important. Be sure to include relevant background details and historical information, if appropriate. Consider providing some cultural background to frame your nominee's work.

### 3. PROVIDE EXAMPLES AND REAL DATA

Give compelling evidence to support your claims about your nominee and their organization. Using quotes of support, summarized case studies, real data, and specific outcomes in your nomination application will show that your nominee's organization is dedicated to transparency and accountability. Highlight specific examples of the real impact your nominee has had—this is more compelling than speaking in generic terms.

### 4. BE HONEST

When talking about your nominee and their organization, never exaggerate. All nominees are extensively reviewed and finalists for the Awards are rigorously vetted and investigated, so overstated accomplishments will be unveiled.

### 5. BE DESCRIPTIVE.

Be sure to paint a colorful picture in your nomination application to help it stand out as memorable, bold, and special. Use language that is reflective of the values and culture of your nominee and their organization. The nomination application should be enjoyable and inspiring to read.

### 6. BE INSPIRING AND UNIQUE.

Before you begin your nomination application, write down the **one thing** you must communicate about your nominee and their organization—something that makes your nominee or their organization stand out. Be sure to include this information somewhere in your application.

### 7. GIVE YOURSELF TIME

Nominations for our Awards are open for three months. However, we don't recommend waiting until the last minute to write and submit your nomination. Give yourself plenty of time to gather important materials and craft your responses.



8. **COLLABORATE**

If you are submitting a nomination for someone else, talk to your nominee first. It's virtually impossible to submit an effective nomination application without talking to the nominee. Ask them specific questions, and gather details. If you are submitting a nomination for yourself, we still encourage you to work with your colleagues for suggestions and proofreading.

9. **PREPARE, EDIT, AND PROOFREAD**

Make sure you prepare your responses ahead of time. We suggest typing your responses outside of the online system so that you can copy and paste them in—just in case there is a technical error and you have to restart. Make sure to re-read your entire nomination application before submitting it. You will NOT be able to edit it afterwards.

