



World of Children

UNLOCK THE FUTURE FOR VULNERABLE CHILDREN

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# NOMINATION HANDBOOK

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A Guide to Preparing an Effective  
Nomination Application for World of Children



## INTRODUCTION

World of Children unlocks the future for vulnerable children by funding, elevating and educating the most effective changemakers worldwide who are leading effective programs with a proven track record of success. From January 8, 2018 – March 31, 2018 (at 11:59 EDT), World of Children collects 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

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## 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](#)
- [Nominations How-to Video](#)
- [Frequently Asked Questions](#)
- [Award Requirements](#)
- [Award Descriptions](#)
- [Technical Help – How to Submit a Nomination](#)
- [Nomination Submission Website](#)

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. PST.

- Email: [nominations@worldofchildren.org](mailto:nominations@worldofchildren.org)
- Phone: 1-949-460-6400



## 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. Honorees awarded in this category will also become a member of the Jefferson Awards Foundation GlobeChangers program, an incubator for young social entrepreneurs, multiplying their impact through mentorship, training, and a strong support network. Learn more [here](#).

### 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
- Official nonprofit/not-for-profit/NGO/charity registration information for the organization:
  - Registration #
  - Institution name
  - Registration date



- Date organization was founded
- How long the Nominee has been involved with the organization
- Geographic region or regions in which the organization serves
- Percentage of those served directly by the organization who are children (under 18)
- Percentage of those served directly by the organization who are adults
- Number of children and adults served by the organization in the previous calendar year.

#### 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
- Nominee's salary (if applicable)
- Up to five of the organization's top funders
- Nominee's education and/or special training
- Any licenses, certifications or awards held by Nominee

#### SHORT RESPONSE PROMPTS:

In 300 words or less, please be prepared to respond to the following questions:

- Describe the challenges, problems, or circumstances facing the children your Nominee serves, including the scale and scope of the situation.
- Describe how your Nominee's efforts have made an exceptional difference for the better for the children they serve.
- Describe how your Nominee's solution is innovative, and detail if and how the problem was being addressed before your Nominee's intervention.
- Describe a specific incident or turning point that motivated your Nominee to either found their organization or take some action to help children.
- Describe if, and how, your Nominee overcame any challenges, limitations, or setbacks to begin or continue their service to children.
- Describe how the work and organization of the Nominee is sustainable, even if the Nominee were no longer involved.
- If the Nominee were to be awarded, describe how their organization would utilize the accompanying grant funds.
- Describe why your Nominee deserves this recognition.



## 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 tips below to better 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. If needed, the last page of the nomination form provides a space for any additional comments you would like to communicate.

### 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.

[CLICK HERE TO GET STARTED!](#)

