

ADVICE ON COMPLETING AN HONOURS NOMINATION FORM

Introduction

An Honour is a unique form of national recognition. It is a distinctive way of acknowledging someone's impact on their community. There is considerable competition for Honours: each nomination faces rigorous evaluation and decisions are based on the information contained in the Nomination Form. It is very important therefore that your nomination gives those who make the final decisions the information they need to consider the case fully and in context.

Remember, the nomination is the only evidence that people involved in the Honours process will see about your candidate; so the key to success is the quality of the information on the Form. You may go to great lengths to identify a good candidate, who could then be unsuccessful if the nomination is not well written.

So, it is important that you tell an interesting and compelling story. The nomination must cover your candidate's impact on their community or organisation and should focus on his/her achievements and the difference they have made. Think about why your candidate should receive an Honour and remain focused on that; going off on a tangent will reduce the chances of success.

Practical Tips

- Start with a strong opening sentence that sets out why your nominee should receive an Honour, making it clear in the first few lines why the nomination is being made.
- Prove the case with achievements and supporting facts and figures which provide evidence to substantiate this.
- Highlight how your nominee's contribution has affected the organisation or community and the impact of their activity. What was the situation before and why is it better now?
- Focus on the nominee's recent achievements by giving two or three most relevant examples.
- Clarify whether the activities are part of the nominee's paid job or additional to it; identify what makes this person different from others in the same or a similar field; the nomination should be about the individual and not a group effort.
- Be concise - a clear, well-expressed nomination form is much easier to read and judge.
- Keep sentences short; avoid acronyms or jargon unless obvious and explain what any technical terms mean - in plain English- the first time you use them; don't be afraid of using superlatives (as long as they are accurate and borne out by evidence); and avoid submitting extended CVs

- Ensure that letters of support are from those who have direct knowledge of the nominee and the contribution they have made; each letter should address a different facet of that contribution
- Say if there is a particular reason for the individual to be recognised now – an anniversary, ill-health etc; ideally, nominations should be made when the person is still involved in the activity they are being nominated for, but, if not, they **must** be made within a year of the nominee finishing that activity.