



## Transformative Change Awards Nomination Checklist

(Please note this checklist is for your reference only. You don't need to submit it with your nomination.)

### Mandatory:

- We have filled out an online nomination form:
  - [Transformative Change Awards](#)
  - [Adrianna Tetley Legacy Award](#)
  - [Denise Brooks Health Equity Champion Award](#)
  - [Joe Leonard Transformative Change Award](#)
- We have submitted a letter of support from the nominator to  
**Lisa Tisdel, Administrative Assistant**  
**Alliance for Healthier Communities**  
E-mail: [lisa.tisdel@allianceON.org](mailto:lisa.tisdel@allianceON.org)

### Optional:

- We have submitted additional letters of support and testimonies from colleagues, partners and clients.
- We have submitted additional supporting documents, including photos, videos, newspaper articles, blog posts and other publications, etc.
- We have included a cover page listing all supporting documents and a brief description (1-2 sentences explaining why each document is included)
- We have included a signed statement of attestation along with the photos.

### Things to consider:

- The nomination package illustrates the outstanding achievements of the nominee and clearly explains why the nominee should receive one of the Awards.
- The nomination package uses specific and concrete examples and stories to illustrate how the nominee meets one or more of the assessment criteria.
- The nomination package keeps it real and authentic; it speaks to the heart and mind using both data-based evidence and personal stories for maximum effect.
- Letters of support are on letterheads wherever applicable.
- Letters of support expand on the points made in the form and don't just repeat the same information.
- All supporting documents serve a purpose and help bring the nomination package to life by bringing in diversity of voices and variety of angles.

**Remember reviewers most probably aren't familiar with your project so your role is to convince them. Questions to ask yourself when preparing the nomination:**

- How is this nomination different from other similar programs/collaboratives/individuals?
- What are the most important achievements?
- What quantitative and qualitative evidence do we have to demonstrate these achievements?
- How can I present the evidence in the most compelling way?
- What was done to spread this achievement more broadly?