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

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?