



Canadian Federation of Fiji Organizations

(An umbrella body representing Fiji-Canadian Organizations: Religious & Cultural;
Social & Sporting; Businesses, Trades, Professionals & Independents)

Email: info.cfofo@gmail.com
Website: www.cfofo.ca

2024 Organization Leader Award Nomination Form

CFOFO aims to celebrate the dedication and meritorious service of Fiji-Canadian businesses and organizations that promote culture and/or community in Canada.

Application Guidelines and Other Information:

1. Complete nomination packages must reach the CFOFO Community Gala Committee by **11:59 pm** on **September 15, 2024**. Late or incomplete nomination packages will not be considered.
Note: Limited applications will be accepted and will be screened on a first come first serve basis.
2. Nominations for not-for-profit organizations (registered and non-registered), registered social enterprises and registered businesses must all be based in Canada.
3. Refer to criteria below for eligibility requirements. Refer to application process below for a list of supporting documents required (i.e. professional reference letter, digital photograph, etc.).
4. Type or print legibly. Illegible application forms will be returned to the applicant. You may also complete the form online at www.cfofo.ca.
5. Consent from the nominee is required to begin the nomination process.
6. Political and public advocacy work is not eligible.
7. Names of the successful recipients will be announced and celebrated at the **CFOFO Community Awards Gala on Sunday, November 10, 2024 at Annacis Research and Event Centre** (1400 Lindsey Pl., Delta, BC V3M 6V1). **Nominee or a designated representative of the nominee MUST be present, in person, at the event in order to be officially recognized and awarded.** *The nominee and their guests attendance at the event will be at their own expense.*

Nominator's Information:

Last Name: _____ First Name: _____

Mailing Address: _____

Contact Number: _____ Email: _____

Relationship to nominee: _____

Nominee's Information:

Organization Name: _____ Organization Type: _____

Last Name: _____ First Name: _____ Registration No.: _____

Mailing Address: _____

Contact Number: _____ Email: _____

The nominee and nominator hereby authorize CFOFO and agree that any information provided with this application and/or any tapes, video, photographs of the applicant/award recipient, shall become the property of CFOFO and may be used at its' discretion for any purposes, including, but not limited to promotions, publications, fundraising, etc.

Nomination Criteria:

- 1) Provide a **brief biography** in **300 words or less** about the nominee and why they deserve the award. *This will be printed in our program.*
- 2) In approximately **500 words or less**, explain how the nominee has met **at least one** of the following topics:
 - a) **Reach:** *Describe who benefitted from the nominee's contributions (i.e. individuals and/or specific groups). Indicate how many people were affected and how they were affected. Have the contributions expanded to benefit other people or groups? Have they expanded beyond the nominee's community, locally, nationally and/or internationally?*
 - b) **Impact:** *Has the nominee addressed a priority in their community? Describe how the nominee's contributions have made a lasting difference in the community. Indicate how the nominee has made a lasting difference in the community through their work. Indicate how the nominee has made their work sustainable (in other words, how will the benefits of the nominee's contribution continue when the nominee is no longer involved).*
 - c) **Engagement:** *Describe how the nominee's contributions sparked teamwork to address social challenges. Describe how the nominee engaged others. Did the nominee use outside resources and get other partners involved? If so, how?*
 - d) **Inspiration:** *Describe how the nominee became a role model in their community or in their organization. How did the nominee share their experience and knowledge and who did they share it with?*

Required Supporting Documents:

- 1) Submit one professional letters of support from a person (or people) or an organization in the community with direct knowledge of the nominee's contributions. A letter of support is a document that highlights the contribution of the nominee as well as their length of service. Official letterhead with referees contact information must be included as references may be contacted.
- 2) Applicant to provide electronically a high-resolution logo to info.cfofo@gmail.com. Successful applicants will have their logos printed in the CFOFO Awards Gala program and shared virtually on our social media platforms and website.
- 3) Applicant declaration:
 - *I agree to abide by the decisions of the CFOFO Awards Gala Committee and am aware that the Awards Gala Committee's decisions shall be final.*
 - *All information provided is true.*
 - *I hereby authorize CFOFO to use any information and pictures provided with this application for any promotional purposes, in CFOFO publications, etc.*
 - *I understand that all documents submitted with this application will become the property of CFOFO.*
 - *I understand that the names of the successful recipients will be announced at the **CFOFO Community Awards Gala on Sunday, November 10, 2024 at Annacis Research and Event Centre** (1400 Lindsey Pl., Delta, BC V3M 6V1). **Nominee or a designated representative of the nominee MUST be present, in person, at the event in order to be officially recognized and awarded.** *The nominee and their guests attendance at the event will be at their own expense.**

Nominator's Signature: _____ Date: _____

Nominee's Signature: _____ Date: _____

Completed forms must be received by 11:59pm on September 15, 2024 by email to the CFOFO COMMUNITY AWARDS GALA COMMITTEE at: info.cfofo@gmail.com, OR by mail to: 7300 Woolridge Court, Richmond, BC, Canada, V7C 4H1.