

FREQUENTLY ASKED QUESTIONS: VICTORIA'S MULTICULTURAL AWARDS FOR EXCELLENCE 2017

When are nominations due?

Nominations must be received by the Victorian Multicultural Commission by midnight, Monday 21 August, 2017.

Can I nominate an organisation or business?

Some award categories allow organisation or business nominations, while some are only for individual people. Refer to the eligibility section under each Award Category in the [Award Guidelines](#) for more information.

Can I nominate myself or my own organisation?

This depends on the award category, as some allow self-nomination while others do not. Where self-nomination is not allowed, nominations for organisations will need to be made by someone outside the organisation. Refer to the [Award Guidelines](#) for more information.

Can I nominate a previous winner?

Yes, so long as they did not receive an award in any of the categories in 2016, and they have not received an award in the category in which you are nominating them in the past 10 years.

Can I nominate a person or organisation that has previously received a Certificate of Merit?

Yes, if they previously received a Certificate of Merit. However, recipients of an award in 2016, including a Winner, Highly Commended or Commended recipient from 2016 may not be nominated.

How can I submit my nomination?

It is preferred that nominations are submitted via the online nomination form located at www.multicultural.vic.gov.au/projects-and-initiatives/multicultural-awards

Links to the form can be accessed by clicking on the award category for which you wish to submit your nomination.

Alternatively, you can email your completed nomination form along with your Statement of Support to: rsvpvmc@vmc.vic.gov.au, or send hard copies of these documents to:

Awards Coordinator

Victorian Multicultural Commission

GPO Box 4698

Melbourne VIC 3001

Victoria Police Awards: Nominations for the Police Awards are managed separately by Victoria Police and need to be submitted using a different nomination form. To obtain a copy of the form and further details please contact Bruce Colcott on (03) 9247 6194 or bruce.colcott@police.vic.gov.au

Unclassified

What information do I need to submit my nomination?

To submit a nomination you will need the details of the person, business or organisation you are nominating, your contact details, contact details of two referees and a Statement of Support which addresses the three questions in the nomination form.

In addition, you are also able to attach up to five other documents that support your nomination, including written references from referees.

What is a Statement of Support and do I still need to respond to the eligibility and selection criteria?

The Statement of Support should justify why you believe your nominee is deserving of an award and will be used by assessors to evaluate nominations and determine award recipients.

The Statement of Support needs to be between 600 and 1000 words and should answer the three questions listed on the form. As part of your response to these three questions, you should include details of how your nominee meets eligibility and selection criteria.

If you submit your nomination through the online system you will be guided through this process, and there will be a field for each of the three questions. Your answers should total between 600 and 1000 words. You may also submit up to five documents that support your nomination.

Can I nominate the same person or organisation for multiple award categories?

Yes, but they may only win one award. (Please note that nominations for all categories will also be considered for the Victorian Multicultural Honour Roll, if they meet the eligibility requirements for the Honour Roll category.)

Can I nominate a relative?

No, you may not nominate or be a referee for anyone you are related to.

Can I nominate someone who is not from a cultural group but has worked to strengthen multiculturalism in Victoria?

Yes, with the exception of the Victorian Multicultural Honour Roll, all awards are open to anyone who has strengthened multiculturalism in Victoria.

How many nominations can I submit?

You can submit a maximum of two nominations per year.

Is there an entry fee?

No, no fees will be charged at any time during the award process.

What is a referee?

A referee is a person willing to testify about the character or ability of someone or an organisation. Referees provided as part of a nomination should be familiar with the nominee, their work and the impact they have had on the community.

Can I put myself down as a referee for someone I'm nominating?

No, the nomination process is designed to have three people vouch for the achievements of the nominee – one person who nominates them, and two people who second the nomination by acting as referees.

Do I have to submit a letter of reference from the two referees?

No, however you may wish to do so if the referees cannot be easily contacted by the assessors.

Do I have to provide two referees or can I just provide one?

Contact details must be provided for two referees in support of your nomination. This enables the assessment panel to verify information provided in your application and to develop a greater understanding of the achievements of your nominee.

Who assesses the nominations?

Victoria Police assess the Victoria Police Multicultural Awards, and the Department of Education and Training assesses the Education and Early Childhood Award.

Assessment for all other awards is evaluated by a panel consisting of three Commissioners of the Victorian Multicultural Commission (VMC) and staff from the Office of the VMC.

How are nominations assessed and award recipients selected?

All nominations received are first reviewed to confirm that they meet eligibility requirements, before proceeding to assessment. As part of the assessment, an assessment panel meets to review and discuss each of the eligible applications. During this process the panel will consider all information submitted as part of the nomination to determine how the nominee meets the selection criteria for the relevant award category. All applications are ranked as part of this process to determine prospective award recipients. Following this, referees may then be contacted to verify nomination statements and clarify information before recipients are confirmed.

When will I be notified of the outcome?

All nominators and successful nominees will receive notification of the outcome by email, where an email address was supplied, or by mail. Notifications are expected to be sent in October 2017.

How many awards can someone win each year?

While a person, organisation or business may be nominated for up to two award categories, it is only possible to win one award.

When will the awards be presented?

Awards will be presented at an official presentation ceremony held towards the end of 2017. Award recipients and those who nominated them will be invited to attend, and the nominee may bring two guests. Full details of the ceremony will be provided in October.