



2018 HART AWARDS OVERVIEW & PROCESS

ABOUT THE HART AWARDS

Helping Achieve Reconciliation Together

The VLGA, in partnership with Reconciliation Victoria and supported by Bank Australia and Local Government Victoria, presents the 5th annual HART Awards. These Awards recognise Victorian initiatives that contribute to local reconciliation outcomes. Nominations could be initiatives that demonstrate Aboriginal and non-Aboriginal people working together, and initiatives that have contributed to relationships, respect and understanding.

The HART Awards will be presented at an event in Melbourne on Friday 1 June 2018, during National Reconciliation Week.

Winners will receive an award. The community organisation winner will also be awarded a prize of \$1000 to support their reconciliation initiatives.

The short-listed and winning initiatives will be profiled in a booklet and promoted on the websites of Reconciliation Victoria, VLGA, Local Government Victoria and Bank Australia to provide inspiration for other organisations and communities.

HOW TO APPLY

Nominations for the 2018 HART Awards open 9am Wednesday 21 February.

We strongly encourage nominees to sign up to VLGA and/or Reconciliation Victoria to get the latest news (it's easy – go to relevant websites for details).

To apply, candidates must complete the nomination application including:

- Cover sheet
- Checklist
- Statement of Nomination
- Response to Award Selection Criteria
- Referees

Supported by:



To apply, nomination applications can be downloaded and completed electronically (PDF electronic form or word doc), or completed by hand and then scanned and emailed to events@vlga.org.au

Nominations must be received by 4 pm Tuesday 3 April 2018 (and will only be accepted during this time).

For queries on the Awards process, please contact VLGA on the email above or on 03 9349 7900 or Reconciliation Victoria on 03 9016 0657 or info@reconciliationvic.org.au.

ENTRY GUIDELINES

All nominations must include:

- Completed nomination cover sheet and checklist
- A statement of nomination (150 words max)
- Responses to the Award selection criteria of no more than 200 words per criteria. All criteria questions must be answered.
- Contact details for two referees who are not directly involved in the management or organisation of the nominee (at least one of whom must be a local Aboriginal or Torres Strait Islander community member)

Please note selected finalists will be required to submit the following by 1 May 2018:

(Note photos would be helpful in selection process)

- **Three photos relating to the nominated project/program/team** (Min. resolution of 300 dpi - highest quality camera setting in a JPEG or TIF format) to be used in the finalist booklet. Please ensure appropriate permissions have been provided (note VLGA, Reconciliation Victoria, Local Government Victoria and Bank Australia would use this photo publicly (eg. in the finalist's booklet, in media releases and/or on a website)
- **A logo of the nominated organisation and/or initiative** (JPG/TIF) – for use in promotional material (will also be displayed in the finalist booklet)

Nominations may include additional supporting information such as marketing material – however this is not mandatory.

Applicants may be contacted to provide further information/detail regarding their nomination.

Supported by:



At least one representative for the organisation must be available to attend the award ceremony in Melbourne on Friday 1 June 2018, during Reconciliation Week.

THE JUDGING PROCESS

- The HART Awards will be judged by a three-person panel comprised of a representative from the VLGA and Reconciliation Victoria and one independent judge.
- Judging will be based on the material provided by applicants within the entry timeframe
- Nominees will be advised by early May whether they are a finalist for the 2018 HART Awards
- Each criterion will be weighted according to the matrix provided.
- Judges will be looking for initiatives that have demonstrated strong partnerships, engagement and tangible outcomes.
- The judges' decision is final.

Supported by:



AWARD NOMINATION APPLICATION

NOMINATION COVER SHEET

Please note this application can be completed electronically when opened with Adobe Acrobat Reader DC. Click on 'Fill & Sign' once PDF document opens to type directly into the document. Please contact VLGA if you have any document or formatting queries.

Nominating for:

Please tick one	Award category
	Local Government Award
	Non-Government, Community Organisation/Group Award

Please complete the following:

Information required	Details
Local government or Organisation/Group name	
Name of project, program, team or department being nominated	
Nominator's contact name	
Contact number	
Email	
Postal address	

If you are nominating on behalf of, please provide contact details for a representative of the local government or organisation (or leave blank):

Supported by:



Name	
Contact number	
Email	
Postal address	

NOMINATION CHECKLIST

Item required	Tick if complete
Completed cover sheet with nominee/nominator contact information	
Statement of Nomination - (written or recorded)	
Response (written or recorded) to the selection criteria	
Details of two referees	
Supporting documents (if relevant) eg. marketing materials, photos of project/event	
Confirmation that at least one representation from the nominated organisation will be available to attend the award ceremony on Friday 1 June 2018 in Melbourne (time to be confirmed)	
Application submitted before the deadline of Sunday 1 April 2018 at 5pm	
The following can be submitted with the nomination application or later if selected as finalist (by April): <ul style="list-style-type: none"> 3 high quality resolution photos relating to the organisation (or its Project) – with permissions Logo of the organisation and / or organisation’s Project 	

Supported by:



STATEMENT OF NOMINATION

Please provide a brief statement, no more than 150 words detailing why you are nominating this initiative; including a summary of the project/initiative and organisation and how the project came about (a version of this statement will be used in the finalist booklet).

If you would prefer to make a short (10 minutes max) video including a statement of nomination & responding to the award criteria please contact us for more information.

Write/type your response below:

Statement of Nomination: (150 words max)



AWARD CRITERIA

In a separate document, please respond to the selection criteria listed below (no more than 200 words per criteria). If you would prefer to make a short (10 min) video including a statement of nomination & responding to the award criteria please contact us for more information.

Please note you must answer all criteria questions to the best of your ability.

1. Demonstrated engagement with Aboriginal and non-Aboriginal people during the development and implementation of the initiative (35%)

How did you work with members of each community? How did you engage with the wider community? How were people involved with decision making? Did you partner with supporting organisations?

2. Demonstrated outcomes through commitment to reconciliation (35%)

What are the benefits/impact of the initiative? How does it contribute toward a vision of all people as valued and active social citizens? How does it contribute to relationships and respect between Aboriginal and non-Aboriginal people? If applicable, how is the initiative incorporated into the organisation's overall culture?

3. The initiative displays best practice and/or innovation and creativity (20%)

Do you provide mechanisms for feedback and evaluation?
What makes your initiative unique? What are the ideas behind it?

4. Demonstrated sustainability and impact of project. (10%)

Has, or will this initiative continue over many years? How will it be integrated into part of the community? Have you been able to source additional funding?

Supported by:



REFEREES

All nominations must include details of two referees (minimum) who can be contacted further. Please include referees who are not directly involved in the management or organisation of the nominee. Note at least one referee must be a local Aboriginal or Torres Strait Islander community member.

REFEREE ONE

Must be a local Aboriginal or Torres Strait Islander community member

Name	
Organisation	
Position	
Phone	
Email	
How does the referee know the person/org/project?	

REFEREE TWO

Name	
Organisation	
Position	
Phone	

Supported by:



Email	
How does the referee know the person/org/project?	

Supported by: