

Writing a successful Tenant and Leaseholder Award nomination



You have until **Friday 12 January 2018** to make a nomination for our Tenant and Leaseholder awards.



If you're not sure where to start then don't fear follow these **top tips** to help you write a successful nomination.

Are you our next Award winner?



With nine award categories there are plenty of opportunities to recognise the shining stars on our estates and neighbourhoods.

This year's nine categories include:

- Tenant/ Leaseholder of the Year*
- Good neighbour award*
- Outstanding personal development*
- Street and Block Champion of the Year **NEW!**
- Community group of the year
- Best green project
- Best community project / event
- Best older person's initiative or event
- Best health and wellbeing project



*must be a NCH tenant or leaseholder to enter

Where do you begin? Let's get started!



You're now ready to start your nomination.

You can do this online at

www.nottinghamcityhomes.org.uk or completing a hard copy available from your local Nottingham City Homes' housing office or by calling the Involvement Team on 0115 74 **69100**.

Tip 1: Before you write, make sure you're nominating in the most appropriate category



Carefully read the award description to decide the category that is most suitable to your nomination.



Tip 2: Let the judges see your nominee's attributes and contributions



The judging panel is relying on your words and examples to “**see**” your nominee’s attributes and contributions.

Tip 3: Make your nomination stand out!



Use real examples to show the judging panels why your nomination should win this award.



Tip 4: Information is key



The people on the judging panel may not know anything about who you are nominating.



The more detail you can give the better the chance of your nomination being successful.



Tip 5: Star material



List **personal qualities**, **accomplishments** and your nominee's **impact on the local community**.



Tip 6: Use strong responses



Weak: *“Jackie always does her best”*

Strong: *“In June Jackie was responsible for planning and organising a successful community event. She sourced raffle prizes and booked all the activities which included fun games and a sing-a-long. The event was a great success, helping to raise over £100 for charity, with one attendee stating, “This has been a truly wonderful day, thank you Jackie for all her hard work”.*

Tip 7: Make every word count



Don't write too little or too much - **make every word count.**



Tip 8: You've got to be in it to win it!



Every carefully written submission means that your nominee is **one step closer to walking away as a winner** at this year's Tenant and Leaseholder awards.



Top tip summary



1. Before you write, make sure you're nominating in the most appropriate category
2. Let the judges see your nominee's attributes and contributions
3. Make your nomination stand out!
4. Information is key
5. Star material
6. Use strong responses
7. Make every word count
8. You've got to be in it to win it!

