# Nomination Guide

## About the awards

The Victorian Refugee Awards recognise and promote the achievements and contributions of Victorians who arrived as refugees or asylum seekers who have excelled through study, work, entrepreneurship, or volunteering.

## Key dates

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| --- | --- |
| Stage | Dates |
| Nominations open | Tuesday 24 January |
| Nominations close | 11.59pm, Tuesday 14 March |
| Assessment period | Wednesday 15 March – Friday 7 April |
| Nominees advised of outcome | Early May |
| Awards ceremony | 20 June |

## Award categories

Achievement Award

Recognises those who personally or professionally excelled through study, work, entrepreneurship or volunteering.

For example, the nominee could be a successful business owner, the first senior manager from their cultural background, published a book or research report, or advocated for the community through volunteering.

Leadership Award

Recognises outstanding leadership study, work or volunteering.

For example, the nominee could have developed a program to strengthen community relationships, resolved a community issue through innovation, or advocated on behalf of the community for change or improvement.

Young Leader Award

Recognises outstanding leadership in study, work or volunteering of those aged 25 years old and under.

For example, the nominee could be the school captain, have designed a project that solved community issues, or improved well-being through volunteering.

Business Award

Recognises businesses who support the employment, contribution and/or participation of those who arrived as refugees or asylum seekers.

For example, the nominee may have driven change through advocacy, training or programs that support people who arrived as refugees or asylum seekers.

**This award is open to businesses, organisations, sole traders and corporations established and run by people with refugee or asylum seeker backgrounds and based or operating in Victoria.**

## Eligibility

**A nominee is eligible if they:**

* reside in Victoria (for individuals);
* have been a refugee or asylum seeker, in Australia or elsewhere, at any time; or
* are the child of someone has been a refugee or asylum seeker; and
* are not ineligible based on the below.

**A nominee is ineligible if they:**

* received a 2022 Victorian Refugee Award;
* received a 2022 Victorian Refugee Award in the last five years in the same category;
* received any VMC award in 2023;
* are a current VMC employee or Commissioner, or were in the 12 months before nominations opened;
* are a current elected official at any level of government.

## What information do I need, to submit a nomination?

Nominee details:

* Name
* Email
* Mobile
* Date of birth
* Pronouns
* Organisation
* Suburb

Referee details

You must include the contact details of two (2) referees for each nomination.

Referees are people who know the nominee well and can confirm their achievements and information about the project or activity for which they are being nominated. They should know about this nomination and may be called by VMC staff to verify information.

Nomination questions

Achievement Award

1. **What did the nominee do that was a personal or professional achievement through study, work, entrepreneurship or volunteering?**

Maximum of 800 words.

1. **How did the nominee’s actions make a positive difference to their life, the life of other refugees or asylum seekers, or to other Victorians in general?**

**Maximum of 300 words.**

Leadership & Young Leader Award

1. **What did the nominee do that showed outstanding leadership through study, work, entrepreneurship or volunteering?**

Maximum of 800 words.

1. **How did the nominee’s actions make a positive difference to their life, the life of other refugees or asylum seekers, or to other Victorians in general?**

**Maximum of 300 words.**

Business Award

1. **What did the nominee do that supported the employment, contribution and/or participation of those who arrived as refugees or asylum seekers?**

Maximum of 800 words.

1. **How did the nominee’s actions make a positive difference to their life or the life of other refugees or asylum seekers?**

**Maximum of 300 words.**

All categories

**Please provide a short 50 word description about the nominee and their achievements that will be used for marketing and promotion purposes, should the nomination be successful. Note, this response won’t be scored as a part of the judging process.**

Attachments (optional)

* A photo of the nominee
* Any supporting links or videos that contribute to the nomination

## Frequently asked questions (FAQs)

**General questions**

When are nominations due?

Nominations must be submitted by 11.59pm on Tuesday 14 March 2023.

Is there an entry fee?

No.

How many nominations can I submit?

Each person or organisation can submit a maximum of five nominations per year.

Can I nominate myself?

No, self-nominations are not accepted.

Can I nominate a person or organisation outside of Victoria?

No, nominees and businesses must be residing in, based in and operating in Victoria and the nomination activity must be specific to Victoria.

Can I nominate a relative?

Yes, you can nominate someone to whom you are related.

Can I nominate an organisation, business or community group?

Yes, for the Business Award, however the business, organisation, sole trader or corporation must be established and run by a person or people with refugee or asylum seeker backgrounds and it must be based or operating in Victoria.

Only individuals can be nominated for the Achievement, Leadership and Youth Leadership awards.

Can I nominate someone who is not a refugee or asylum seeker but has worked to support refugees and asylum seekers?

No, the award is only open to Victorians who arrived in Australia as a refugee or asylum seeker.

Can I nominate a business or organisation that is not established or run by a refugee or asylum seeker but supports refugees and asylum seekers?

No, the Business Award is only open those established and run by people with refugee or asylum seeker backgrounds.

Can a business make a nomination?

Yes. A business can submit a nomination, but we require the name of an individual who can be contacted if necessary.

If I am the contact for a nomination made by a business, can I nominate others as an individual?

Yes, however you can still only submit five nominations – as either the business’s contact person or individual nominator.

Can I nominate someone for more than one category?

Yes. A person can be nominated for up to two (2) award categories, including the Business Award. However, a person or business can only win one (1) award.

Do I have to tell the person or business that I am nominating them?

This is your choice. You may wish to notify the nominee, but it is not compulsory. If they are selected for an award, VMC will notify both the nominator and the nominee.

Can my nomination also be considered for the Order of Australia?

Yes! In the nomination form, you can let us know if you’d like the VMC to pass your nomination to the organiser’s of the Order of Australia. This includes national program recognises Australians who demonstrate outstanding service or exceptional achievement. It is one of the awards in the Australian Honours and Awards program and has four levels:

* the Companion of the Order (AC)
* the Officer of the Order (AO)
* the Member of the Order (AM)
* the Medal of the Order (OAM).

Anyone can nominate someone for an Order of Australia award. If you mark ‘yes’ in your nomination form, it will be shared with the Recognition Matters team in Victoria’s Department of Premier and Cabinet. For further information, please visit [https://www.gg.gov.au/australian-honours-and-awards](https://urldefense.proofpoint.com/v2/url?u=https-3A__www.gg.gov.au_australian-2Dhonours-2Dand-2Dawards&d=DwMFAg&c=JnBkUqWXzx2bz-3a05d47Q&r=jtiQzcGpeGUIUF7gkcejY2DrLOPzXbldAZ2ofaP2cIQ&m=7NT1Tfdx3DcVoJbH0BIb1gBbSw81jUop11FHkU8wcKQ&s=22gBhXzwwfGlvQNON7bNORxtvGH3HcfextiQH22l6dw&e=).

**Referees**

What is a referee?

A referee is a person who knows the nominee well and can confirm their achievements and information about the project or activity for which they are being nominated. They should know about this nomination and may be called by VMC staff to verify information

Can I be a referee for a relative being nominated?

No. You cannot be a referee for someone to whom you are related.

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

No. The process is designed so that there are three people who support the nomination– one person who nominates them (you), and two other people who support the nomination by acting as referees.

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

No. You do not need to submit letters from referees. However, if the referees cannot be easily contacted by VMC staff it is recommended to include a letter (for example if they are overseas).

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

Two (2) referees are required for each nomination. Contact details must be provided so that VMC staff can verify the information in your nomination and understand the nominee’s

**About nominations**

How many awards can someone win each year?

One (1). While a person, organisation or business can be nominated for up to two (2) award categories, it is only possible to win one (1) award.

How many recipients will win awards in each category?

There will be between one and three recipients for each category, depending on the nominations and equity across cultures and faiths.

**After you’ve submitted your nomination**

Who assesses the nominations?

Nominations are assessed by a panel consisting of representatives from the VMC and may also be assessed the Victorian Department of Families, Fairness (DFFH) and Housing’s Multicultural Affairs Branch.

How are nominations assessed and award recipients selected?

Each nomination is reviewed by VMC staff to confirm it is eligible.

A panel meet to review and discuss each eligible nomination. They consider all information submitted by the nominator and give each nomination a score based on the nominator’s answers to the three questions and any supporting information they attached. Nominations are ranked by their score and the panel make a shortlist.

As part of this process, referees may be contacted to verify or clarify information.

When will I be notified of the outcome?

May 2023. All nominators will receive notification of the outcome by email. Successful nominees will also be notified.

When will the awards be presented?

Awards will be presented at an official ceremony in June 2023 in Melbourne’s CBD. Full details will be shared with relevant nominators and recipients.

I have been nominated for/won an award, but I am unable to attend the ceremony. Can I still receive the award?

Yes. If you cannot attend the awards ceremony, your award can either be accepted by a representative on your behalf or sent to you by mail.

## ****Privacy Statement****

Consistent with Victorian Government policy and legislation, the department endorses fair information handling practices.

Personal, health and sensitive information supplied will be used by the department, the judging panel and the award ceremony venue for the purposes of considering nominations, selecting Award recipients and producing the award Ceremony.

Information will not be disclosed or used for any other purpose without the express consent of the person to whom the information relates, unless otherwise required or permitted by law.

The Department of Families, Fairness and Housing’s Privacy Policy linked below sets out information about how the nominator or nominee(s) may access and seek correction of their personal information or complain about a breach of their privacy, and how the department will deal with that complaint.

**DFFH Privacy Policy -**<https://www.dffh.vic.gov.au/privacy-statement>

To receive this document in another format, phone 8850 6164, using the National Relay Service 13 36 77 if required, or email awards@vmc.vic.gov.au

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In this document, ‘Aboriginal’ refers to both Aboriginal and Torres Strait Islander people. ‘Indigenous’ or ‘Koori/Koorie’ is retained when part of the title of a report, program or quotation.