

Westfield *Local Heroes* **Tips for nominees**

The information you will have to provide in your nominee submission

- Your role in the organisation or group you are representing for the program, and where your work primarily occurs
- What social or environmental opportunity or challenge are you working to address, and how your work benefits the local community or environment
- What motivates you to do the work you do, and any personal challenges or adverse events you have faced.
- What would it mean to you and your work to receive a \$20,000 for the organisation or group you represent?
- Provide the contact details for a senior leader from your organisation or group
- Disclose if you have been convicted of a crime or have had a civic penalty imposed on you, and consent to a police check if you become a finalist
- Agree to the Westfield Local Heroes Terms and Conditions. If under 18, your parent or guardian has read and agrees to the Terms and Conditions on your behalf.

Tips for finalising your submission

Congratulations on being nominated! Our selection panel want to get to know you and to learn what motivates you to give your time selflessly for the benefit of your community or environment. When completing your nomination don't be afraid to showcase your achievements and share any challenges you may have faced.

Your work

Outline how your work positively impacts your local community or environment. Ask yourself: Who benefits from my work, how. What motivates me to do the work I do?

Avoid jargon

You know your work better than anybody. Share a memorable achievement or impact in your own words that demonstrates your work instead of providing a job description. Think about how the nomination makes you feel and describe any challenges or barriers that you have faced to succeed. Try not to repeat information you have already provided and share your passion.

Selection criteria

Our selection panels are looking for individuals who are positive role models who are trusted and respected in the community. Use your own words to describe your work, motivation and passion so we get to know you better. You must represent an organisation or group and the grant must be spent in a way that benefits the local community or environment of a Westfield centre.

Represented organisation and referee

Once your nomination is submitted, the organisation representative you list in the form will receive a courtesy email to notify them of your nomination. They will also need to complete a short form about their organisation and your work. If you are the most senior leader in your organisation or you are the single owner of the entity and are legally responsible for all aspects of the entity, we may request you provide a professional referee. Your referee must be a person who works in the same sector and/or who collaborates with you. i.e. A representative from a referral agency, community or corporate partner, government body or grants funder.