



LEAD Award 2006
Tenth Anniversary Award Program
Instructions to Nominators

Anonymity and Confidentiality

It is very important that your nomination remains confidential and that the candidate not be informed of her/his nomination or your role in submitting it. Our reasons for this are two-fold: First, we do not want to create an air of competition. Though we can only select 1 LEAD awardee each year, the contributions of ALL of the nominees are critical and valuable and we would not want to cause disappointment to any of the candidates not selected. Second, the experience of the selected candidate is immeasurably enhanced by surprise.

Terms of Service

Nominators are responsible for the coordination of the application, though they may enlist others to help in its preparation and to serve as additional references. A nominator may recommend only one candidate during the nomination cycle.

Award

The recipient will receive \$10,000 check and a custom created award.

Deadline and Schedule of Award

Submissions are due **December 5, 2005**. Nominations may be submitted via fax, e-mail or regular mail, provided that the complete submission has been received by the closing date. Winners will be notified in March.

Eligibility

- Candidates must be currently active **in the field of philanthropy**, though do not have to currently hold a paid position.
- Individuals in public, private, corporate, operating, family or community foundations are eligible.
- Individual philanthropists are eligible.
- Both women and men are eligible.
- Staff and trustees are eligible.
- Previously nominated individuals may be re-nominated with a new or updated nomination application.

NOT Eligible Are:

- Current Women & Philanthropy board members
- W.K. Kellogg board members and staff

Nomination Process

The LEAD Award selection is a two-tiered selection process. The first tier will consist of the submission of a nomination letter and biographical information for the candidate. (Specifics for the nomination letter follows.) The pool of nominations will be reviewed and then the top candidates will be selected to move into the second tier of the selection process. In the second tier, a member of the selection committee will contact you (or another designated reference) for further information on the

nominee. This process may consist of an interview or the submission of additional written information about the nominee.

Criteria

It is important for the Selection Committee to get a snapshot of the candidate with enough information to clearly demonstrate how the candidate embodies the spirit of the LEAD Award. First and foremost, the selection committee will be looking for leadership-in-action, (not just holding a leadership position), and innovation that extends beyond reasonable job expectations. It is less important that the candidate have an extensive body of work to be considered, but rather demonstrates efforts that go “above and beyond.” The committee is looking for innovators and risk-takers, even if their efforts have not been wholly successful. Intention and demonstrated commitment to gender equity and diversity is as important as achieving desired outcomes.

In designating the recipients, the committee will consider the following:

- 1) Has the nominee demonstrated tenacity, courage and innovation in grantmaking – on behalf of women/girls or in grantmaking that recognizes the strategic importance of women/girls in finding solutions to large social problems – in a way that extends beyond the requirements for her/his job?
- 2) What has been the impact of the candidate’s work on grantees and/or the internal culture of the candidate’s workplace?
- 3) Has the nominee had to work to overcome persistent barriers to shape a culture within the foundation and/or the philanthropic community that promotes women’s equity and diversity?

Please be sure to address these questions in your nomination letter.

Form and Content of Nomination

The nomination should include the following:

- 1) Biographical information about the client (based on the enclosed form).
- 2) Confidential nominator letter of one to two pages. The nomination letter should address the questions above and make a compelling case for why the nominee would be an ideal candidate for the LEAD Award. Please note that a well-crafted letter is as important as the letter’s content in making the case for your candidate to the selection committee.
- 3) Your contact information and your relationship to the candidate.

Contacting us

You are welcome to contact us with questions. The contacts for the program are as follows:

- ❖ For general questions regarding submissions and receipt of nomination materials:
Klara Ernero, Program & Administrative Associate
- ❖ Specific questions on nomination process, eligibility criteria, etc.:
Nicole Cozier, Director of Programs & Planning

You may also contact us by e-mail at: info@womenphil.org. Please put “LEAD Award” in the subject line.