

# Awards Application Guide

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Follow these simple steps to prepare and successfully submit your organisation's application for the 2023 Australian Workplace Giving Awards.

## 1 Log in to One Million Donors

Go to [One Million Donors](#) to log in. If your organisation does not already have an account you'll need to register and complete your organisation profile including: **company name**, **contact details** and **payroll giving program details**.

## 2 Select an award category

Go to the award applications tab to select an award category. Have your pre-application details ready. You'll need contact information (submitter and authoriser) and your payroll giving program details. The information you have entered into your One Million Donors organisation profile will pre-populate into the submission.

## 3 Complete the award questions

Each category has its own unique questions which can be found in this guide. Leave your uploads until you're ready to submit as these cannot be saved. Please note there are limitations such as:

- character limits applicable to each free type field
- supporting materials to a maximum of 5 x A4 pages and 5MB
- video to be no longer than 3 minutes

## 4 Submit

Hit submit and your application has been entered.

## 5 Access

Your completed application is now saved in your One Million Donor account, under the award applications tab.





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## Awards Categories

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**Best Payroll Giving Program**

**Best Grants Program**

**Best Corporate + Charity Partnership**

**Best Pro Bono/Volunteering Program**

**Best Innovation**

**Workplace Giving Program of the Year**

# Best Payroll Giving Program

## Eligibility Criteria

- Employers of any size with staff that make charity donations direct from their pay
  - Must have been active in the last 18 months
- Open to both charities and corporates, small (1-500), medium (501-2,000) and large (2,001+)

### Category Overview

- No payroll giving program too big or too small
- Could be a new program or have been running for years
- The Judging Panel is looking for a program's impact for all stakeholders - your organisation, your people and your recipients

### Judging Framework

#### Input

Demonstrate your commitment to the process of creating or refreshing as well as the planning for implementation

#### Output

Share the resulting program look and feel and how it was communicated internally

#### Impact

Showcase the impact and benefits of the program to the organisation and its employees as well as the resultant benefit to the community beneficiary/ies

Evidence showing all areas of Input, output and impact.

### Application Questions

Q. What were the main drivers for your organisation to have a workplace giving program? (word count 150)

Q. What were the key steps you took to plan the program? (word count 150)

Q. What were the top barriers or challenges you had to overcome and how did you do it? (word count 50 per barrier)

Q. Highlight the key stakeholders in the planning and implementation stages and how they are engaged (word count 150)

Q. Select how employees were engaged/involved in the process (tick box question)

Q. Please provide further details describing your approach to employee and stakeholder engagement (word count 250)

Q. What methods have you used to measure success? (tick box question)

Q. Please share details about your results (word count 250)

Q. What are the top three factors contributing to your success? (word count 50 per factor)

# Best Grants Program

## Eligibility Criteria

- Any size corporate with a Grants Program where employees nominate grant recipients
- Must have delivered funding within the last 18 months

### Category Overview

- No Grants Program too big or too small
- Could be a new program or have been running for years
- The Judging Panel is looking for the program which make a strong connection between the employee and the recipient (i.e. donor and charity) and the resulting benefits that delivers.

### Judging Framework

#### Input

Articulate the employer commitment and employee engagement in the process of structuring and implementing your program

#### Output

Results delivered for the community recipients

#### Impact

Showcase the impact and benefits of the program to both employee and community beneficiary/ies

Evidence showing all areas of Input, output and impact.

### Application Questions

Q. Articulate the aims of your Grants Program and the process of engaging employees to arriving at its final structure (word count 100)

Q. Explain the employee involvement in the process for how recipients were selected, beyond meeting set criteria (word count 250)

Q. Thinking about your internal communications, select from below methods, forums and tools your organisation used e.g. emails, intranet, technology platform, social media, etc. (tick box question)

Q. Detail the input and output (results) of your program, showcasing how your employees were engaged and ways in which this was communicated (word count 250)

Q. What is your approach to evaluating your Grants Program success? (word count 250)

Q. Describe the impact your Grants Program has had on your organisation and recipient organisation(s), include details to support and verify your impact (word count 250)

# Best Corporate + Charity Partnership

## Eligibility Criteria

- You are in a Corporate + Charity partnership
- Must have been active within the last 18 months
- Payroll giving must be a component of the partnership

### Category Overview

- No partnership too small
- Could be a new program or have been running for years
- The Judging Panel is looking for creativity, uniqueness, alignment and the connection between the two organisations, in planning and delivering the partnership. Include the engagement by corporate employees and the impact for the charity/community.

### Judging Framework

#### Input

Articulate your approach to and purpose of an innovative partnership.

Demonstrate the unique partnership alignment via the process of creating, planning, and executing the partnership

#### Output

Show the results of the partnership from both corporate and charity perspectives

#### Impact

Showcase the impact and benefits of the partnership to both charity and corporate

Evidence showing all areas of Input, output and impact.

### Application Questions

Q. What is the nature and purpose of your partnership? (word count 100)

Q. Describe how you planned your partnership (word count 250)

Q. Describe what each organisation brings to the partnership (word count 250)

Q. Describe how you executed the partnership plan (word count 250)

Q. Highlight the key stakeholders in the partnership from planning to implementation stage and how they are engaged (word count 250)

Q. What is it that makes it innovative? (word count 250)

Q. Describe the ways in which the charity and the corporate measure the impact of the partnership (word count 100)

Q. Share the results that demonstrate the success of the partnership (word count 100)

Q. Detail how the partnership has developed, including data that quantifies the growth such as increased donor numbers or greater donation values (word count 100)

# Best Pro Bono/Volunteering Program

## Eligibility Criteria

- Corporate of any size offering a pro bono or volunteering program in the workplace
  - Program can be either/or does not have to be both
  - Must have been active within the last 18 months

### Category Overview

- No program too big or too small
- Could be a new program or have been running for years
- The Judging Panel is looking for the connection your program offers the employee and the beneficiary charity or community supported

### Judging Framework

#### Input

Articulate your commitment to the program including details of the inclusions and activities

#### Output

Results delivered for the community recipients of your program as well as the employee response

#### Impact

Showcase the impact and benefits of the program to both employee and community beneficiary/ies

Evidence showing all areas of input, output and impact.

### Application Questions

Q. Please share all the ways your staff are able to contribute time or skills to the community through your workplace: e.g pro bono work, volunteering, fundraising events, other (tick box question)

Q. Provide an overview of your organisation's commitment to enabling staff to contribute time and / or skills to the program (word count 150)

Q. How often did you communicate about your pro bono / workplace giving offering to staff (tick box question)

Q. Tick all the channels you have used to communicate about your pro bono / workplace volunteering offering to staff (tick box question)

Q. Please give details to support the above. (word count 250)

Q. What methods have you used to measure success? (tick Box question)

Q. Please provide further details on the success of your program

Q. What social impact are you most proud of?

# Best Innovation

## Eligibility Criteria

- **Delivered a unique innovation in your workplace giving program**
  - **Must have activated within the last 18 months**
- **Cannot present an idea which the organisation has previously submitted for an award**

### Category Overview

- No idea too big or too small
- The Judging Panel is looking for the transformational impact a change or alteration to any element of your workplace giving program has had or will have into the future

### Judging Framework

#### Input

Articulation of the challenge and or problem identified, and the innovative solution or improvement initiated

#### Output

Results delivered from the implementation of the innovation

#### Impact

Showcase the success of the program for your organisation with a view of sustainability and growth for the program

Evidence showing all areas of input, output and impact.

### Application Questions

Q. Provide context for the innovation i.e. what challenge or problem in the workplace giving space did you seek to resolve? (word count 150)

Q. What was your solution to this challenge? (word count 250)

Q. What makes your solution unique and innovative? (word count 250)

Q. Describe the positive effects of your program

Q. Please detail the results your unique innovation has achieved in the workplace giving space, where possible, provide specific/tangible metrics (word count 250)

Q. Provide your projections on the effect of this innovation to grow the program into the future (word count 150)



# Workplace Giving Program of the Year

## Eligibility Criteria

- Corporate of any size with staff that make charity donations direct from their pay
  - Program must be active within the last 18 months
  - Comprise at least 3 components of workplace giving\*

### Category Overview

- No program too big or too small
- Could be a new program or have been running for years
- The Judging Panel is looking at all the elements of the giving program in your workplace – its breadth and depth

### Judging Framework

#### Input

Demonstrate your approach to providing at least three opportunities for employees to engage in workplace giving and/or participate in the process

Outline the program components

#### Output

Share the results for the organisation and its employees as well as the resultant benefit to the community beneficiary/ies

#### Impact

Showcase the impact and benefits of the program to both employee and community beneficiary/ies

Evidence showing all areas of input, output and impact.

### Application Questions

Q. Describe the program components that demonstrate your organisation's commitment to workplace giving. This might include:

\*Pro bono products, services or facilities, volunteering, donation and gift matching, appeals, In-kind support, Grants programs, Giving circles etc. (word count 250)

Q. Describe the engagement framework of your workplace giving program that demonstrates your organisation's commitment. This might include: program objectives, leadership involvement, payroll giving model eg 'opt-out' for new staff, integration of workplace giving into broader organisation strategy resourcing etc. (word count 250)

Q. Highlight your most successful lever or program component which has improved your program overall. (word count 250)

Q. How often did you communicate about your program to staff and how did you do this? (tick box question)

Q. Please share details to support the above (word count 250)

Q. Please provide details on ways you measure the success of your program (word Count 250)

Q. What impact is your program making on your employees? (word Count 250)

Q. What impact is your program making on your community partners? (word Count 250)