



Writing a good nomination for a project

This guidance has been developed for anyone planning to nominate a project for a Festival of Learning 2019 award. Each year we receive hundreds of nominations which makes the process very competitive. The following guidance aims to help you write a good nomination.

Before you begin

Before you begin your nomination for a project make sure that:

- **You have permission from an appropriate senior manager (for example the overall project manager).** One of the aims of Festival of Learning Awards is to showcase the impacts of adult learning, and if selected as an award winner, their story is likely to attract interest from local, regional and sometimes national press and media. An information sheet for nominees is available on the [Festival of Learning website](#), answering some frequently asked questions.
- **The project is eligible for an award.** Nominations are open to projects, groups and learning provision based in England where at least two months of the project/provision's activity has taken place between 1 January 2018 and 12 February 2019. The project/provision must provide learning opportunities for adults who are aged 18 or over. Full eligibility information is included in the separate guidance notes document available from the [Festival of Learning website](#).

Preparing a nomination

- **Read the guidance notes carefully.** The guidance notes, available on the [Festival of Learning website](#), include full details about eligibility criteria, timescales, and the online nominations process for 2019.
- **Allow plenty of time to prepare and draft the nomination.** A copy of the nomination form questions is included in the guidance document to help you prepare and draft your nomination. The nomination form requires statements from the nominator as well as a statement from one (or more) of the learners, so make sure that you also give the learner/s enough time and notice to write their statement.
- **Allow enough time to submit the nomination using the online form.** The final deadline for nominations to be submitted online is 12pm on 12 February 2019. The online nomination form must be completed in one sitting – you

cannot save a partially completed nomination and return to it later. Avoid leaving completion of the online form to the last minute – particularly if you are submitting multiple nominations.

- **If you have any queries, or any technical or accessibility issues, contact us** either at fol@learningandwork.org.uk or on 0116 204 4239 where you can leave a short message. We will respond to emails and telephone messages as soon as possible (usually within one working day).

Writing strong statements

- **Make sure you answer all the questions and provide all the information requested.**
- **Be succinct.** Make your points as clearly and concisely as you can. Word limits have been set but try to be succinct even within these.
- **Tell us about the learning.** Learning is at the core of all our awards and is the essential part of all our winners' stories. We need to know about the learning provision and about the learners. What are the aims of the project, what need is it addressing? Who are the learners? What are the learning activities that take place?
- **Demonstrate how the project has made a difference.** Festival of Learning award winners' stories showcase the benefits of adult learning – on individuals, families, communities and workplaces. Tell us about *how* the project/provision has made a difference to the learners (and more widely, where relevant). You should provide examples that illustrate your points, and concise evidence that backs up your claims. Briefly explain how the impact of the project/provision is monitored and evaluated. However, remember – this is not a monitoring and evaluation report - it is an opportunity to convey how the project has made a difference, brought to life with powerful examples and backed up by relevant evidence.
- **Tell us why the project stands out as exceptional.** We are looking for projects that stand out from the crowd. How and why would this project inspire others? How is the project innovative? Could it be replicated by others? Tell us what makes this project special.
- **Include a strong learner testimony.** The learner statement provides an opportunity to bring to life the impact the project has had on the learners. A full statement from one learner that articulates the difference the learning has made in their life is far more powerful than lots of short quotes from multiple learners saying little more than that the project is "great".