**Bisexual Organizing Project 2014 Community Recognition Awards**

**Nomination Instructions**

**I. Nomination Checklist and Page Limits**

Required Materials:

In order for a nominee to be considered for a Community Recognition Award, the nominator must submit a complete nomination form for an Individual, Community Organization, or Business Community Recognition Award (attached) to the Bisexual Organizing Project by “snail mail” or email by September 5, 2014.  See Section V, “Nomination Submission,” for instructions about where to send completed nominations.

Recommended Materials:

Nominators may also include up to three letters of support with their nomination form. (Note: Letters of support not submitted in the same package and/or email as the nomination form may not be considered during BOP’s award selection process.) **Letters of support are not required; however, letters of support greatly enhance the strength of nominations.** Any person, business, or community organization can write a letter of support for any nominee in any award category.

Page Limits:

**1. Required Materials:**

A. **Individual Community Recognition Award** – No more than 2 double spaced pages. The page limit does not include the text of the questions themselves.

B. **Community Organization Community Recognition Award** – No more than 3 double-spaced pages. The page limit does not include the text of the questions themselves.

C. **Business Community Recognition Award** –No more than 3 double spaced pages. The page limit does not include the text of the questions themselves.

**2. Recommended Materials:**

A. **Letters of Support** – No more than 3 pages, double-spaced.

**II. Who is Eligible to Nominate?**

Any person, business, or community organization across the globe is eligible to nominate nominees for any of BOP’s three award categories. Nominators may nominate more than one candidate for each award category. Note, however, that nominators should only nominate those eligible for the awards.

Self-nominations are allowed.

**III. Who is Eligible to be Nominated?**

Individuals, community organizations, and businesses physically located in or having their primary place of business and/or primary service outreach in Minnesota, North Dakota, South Dakota, Wisconsin, and Iowa are eligible to be nominated. BOP Board Members and BOP’s membership are allowed to be nominated for individual awards. However, BOP as an organization is not eligible to be nominated for a Community Organization award.

**IV. Nomination Review Process:**

A 5 to 10 person BOP Community Recognition Awards Selections Subcommittee comprised of a subsection of the BOP Board of Directors and BOP’s membership will judge all nominations in all award categories according to the criterion listed at the top of each award nomination form. Before judging, nominations will be separated into the Individual, Community Organization, and Business categories. Each nomination will be judged against other nominations in the same award category. The Selections Subcommittee will pick up to three Community Recognition Award winners, but will pick no more than one winner for each award category.

If a Selections Subcommittee member is nominated for the Individual Community Recognition Award, the Selections Subcommittee member will not be allowed to judge any submissions in the Individual Award Category.

If a Selections Subcommittee member sits on a governing board of a nominated business or community organization and/or is an employee, independent contractor, or owner of a nominated business or community organization, the Selections Subcommittee member will not be allowed to judge any submissions in the affected category.

**V. Nomination Submission:**

Timeline:

**August 20, 2014:** Nomination Period Opens

**September 8, 2014 at 12:00 PM**: Nomination Period Closes

Application Submission Instructions:

“Snail Mail” Submission

All nomination forms and letters of support submitted by “snail mail” must be **postmarked on or before August 30, 2014**. Recommended materials not submitted in the same package as the nomination packet may not be considered during BOP’s award selection process. Submissions should be sent to the following address:

Bisexual Organizing Project

PO Box 18143

Minneapolis, MN 55418

Online Submission

All nomination forms and recommended materials submitted via email must be **received by 12:00 pm on September 8, 2014** in the inbox of the 2014 Community Recognition Awards contact person at tara.durney@bisexualorganizingproject.org. Recommended materials not submitted in the same email as the nomination packet may not be considered during BOP’s award selection process.

**September 10, 2014**: Community Recognition Award Winners are notified.

**September 23, 2014**: Award winners are publically recognized at the annual Celebration of Bisexuality Day.

**VI. Contact for Questions:**

Any person with questions about the Community Recognition Awards can email their questions, concerns, or comments to tara.durney@bisexualorganizingproject.org and expect to receive a response via email within 48 hours.

**VII. Awards**

Each award winner will receive a personalized commemorative plaque, along with an award honorarium. Additionally, BOP will publish the names and pictures of the award winners on the BOP website.