



So, you want to know how to write a really good nomination letter for a CCBC prize...

To begin, make a list of reasons why the nominee is perfect for this award. Talk to your nominee over zoom or coffee and make sure they're on board to be nominated, as they may need to provide support materials and images. Talk to others who know your nominee. They may be willing to write letters of support. These are often an important addition.

If you are not sure of the criteria, ask the organization offering the award for clarification. As with writing grant or proposal applications, keep in mind the parameters and requirements. What is the word count? Do you need supporting material such as a CV or images? What size should the images be?

In the 1st paragraph give a brief snapshot of the person's work and/or contribution to the community. This may include their training, exhibitions, professional and volunteer work. Explain your connection to the nominee – personally and professionally.

As you continue to compose the letter, expand on the organization's stated criteria. Keep the list in front of you and use their language. If they mention "innovation" then use that word and supply evidence and details. For example, if the nominee's work is being celebrated, point out what makes it special. Is it the ideas, the material skill, the inventiveness or an investment over time? If the nominee is a volunteer, describe their work and how it helped the community needed. Was it brilliant leadership or dogged behind-the-scenes work or both? How does the nominee set an important example to others? How do they deal with challenges?

To close, summarize why you are recommending this person for the award. Reinforce how important this person – and their contribution – is.

As with any writing, get a reader (not necessarily related to the topic) to go over it. They will find spots where you have been unclear or repetitive.

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