
Alberta Newcomer Recognition Awards 2023

Nomination guidelines

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Alberta Newcomer Recognition Awards 2023: Nomination guidelines | Immigration and Multiculturalism

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General Information

These guidelines will help you determine the right award category for your nominee and show you how to complete the nomination process for the Alberta Newcomer Recognition Awards.

Award Categories

Nominations will be accepted in nine categories:

Career and Academics Contribution Award

Recognizes an individual who has continuously strived for excellence and displayed exemplary dedication and initiative in their profession or field of study and has made an exceptional professional or academic contribution in Alberta.

Entrepreneurial Spirit Award

Recognizes a small or medium-sized business* owner who has demonstrated leadership and innovation in successfully starting and running a business that contributes to and enriches their Alberta community.

Inclusive Workplaces Award

Recognizes an individual who has shown initiative and has taken action to develop a culturally diverse and inclusive workplace for Alberta immigrants.

Newcomer Champion Award

Recognizes an individual who has made a significant impact on the lives of Alberta newcomers, promoted cultural understanding and diversity, and supported newcomers to succeed in their new community.

Senior Spirit Award

Recognizes a senior citizen (age 65 or older) who has given a generous amount of time and energy to enriching the social and cultural life of their community.

Small Community Enhancement Award

Recognizes an individual from a rural Alberta community** who has gone above and beyond to help build and shape their community. This is demonstrated through outstanding contribution to community and/or volunteer activities that results in a meaningful impact.

Student Inspiration Award

Recognizes an Alberta student (Grade 12 and under) who has exhibited leadership, dedication, and initiative through their extracurricular and voluntary activities (including student clubs/teams/organizations) and had a positive impact on their fellow students, school, or community.

Women's Newcomer Impact Award

Recognizes a successful woman who has stood out as a leader in her community and shared her time, knowledge, and experience in supporting women to achieve their goals, while navigating the challenges of life.

Young Leader Award

Recognizes an individual (age 18 to 30) who has made an outstanding contribution and impact to their Alberta community, demonstrated leadership, and encouraged other youth to take meaningful action to better their community.

*Entrepreneurial Spirit Award – small to be medium sized business is defined as 499 employees or less.

**Small Community Enhancement Award – Rural Alberta communities are defined as having a community population of less than 100,000 and are outside the Edmonton and Calgary Census Metropolitan Areas.

Eligibility

Nominees for these awards must:

- Have been born outside of Canada
- Be a permanent resident of Canada or Canadian citizen
- Reside in Alberta at the time of nomination
- At the time of nomination be:
 - an Alberta student (Grade 12 and under) for the **Student Inspiration Award** category
 - between the ages of 18 and 30 for the **Young Leader Award** category
 - 65 years of age and over for the **Seniors** category
 - 18 years of age and over for all other categories
- Have no criminal conviction for which a pardon has not been received
- Have made the contributing actions in Alberta

Nominees for this award are not eligible if they:

- Are a group or an organization
- Are an elected official
- Are a government employee whose contributions were made during paid working hours
- Are a grant recipient/contractor whose contributions were made during paid working hours
 - This requirement does not apply to the Career and Academics Contribution Award category
- Have previously received a similar award from the Government of Alberta

Please Note:

- Nominations by family members and self-nominations will not be accepted

Nomination Criteria

The nomination criteria includes:

Need: how the nominee contributed their expertise and resources to fulfill a need (such as: economic growth, a community need, advancement in a profession or field of study, as applicable).

Impact: how the nominee's actions and activities have made a significant impact.

Contribution: how the nominee contributed a significant amount of time and energy to their category and demonstrated significant community service, volunteerism or engagement.

Leadership: how the nominee demonstrated exemplary initiative and collaboration, served as a role model for others and inspired others to engage.

Originality: how the nominee demonstrated creativity or innovative solutions when problem solving where a unique solution was required.

How to apply

To submit a nomination for the Alberta Newcomer Recognition Awards, follow the two-step process.

Step 1: Gather the following required information and documents

- [Nominee Confirmation and Consent Form](#) (download and send to nominee)
- The nominee's contact information (parent/guardian contact information when nominating a youth 18 and under)
- A list of the nominee's awards and honours received in the past
- Written draft of your explanation why the nominee deserves the award that addresses each of the nomination criteria
- Letters of support (a minimum of one is required and up to two can be provided)

See the Tip Section below for more information

Step 2: Complete the [online nomination form](#)

- Go to the online nomination form (website link above) and follow the on-screen instructions
- You will be asked to provide contact information, including a mailing address, as the awards team may need to contact you regarding the nomination
- Provide a detailed explanation how the nominee meets each of the five criteria: need, impact, contribution, leadership and originality (you can use a draft to copy and paste to the online nomination form) up to 2,000 characters are allowed in each section
- Upload documents: letter(s) of support and completed Nominee Confirmation and Consent Form
- While completing the online nomination form, you may save and continue later by clicking the "Continue Later" button
- To return to the online nomination, ensure you save the following link:
<http://surveys.education.gov.ab.ca/novi/n/ABNewcomerAward2023.aspx>
- Once the form is submitted, changes can no longer be made
- You will receive an electronic copy of the online nomination form by email once completed

Please note:

- Submissions can only be completed through the online nomination form. Forms sent by email/mail will not be accepted.
- Supporting documents can be uploaded in MS Word, PDF or as a Photo format (for example, jpeg, png, etc.).
- When attaching letters of support documents must be named differently (for example, *Nominee Letter of Support 1.doc*, *Nominee Letter of Support 2.doc*).
- Only one nomination form is required per nominee.
- Letter(s) of support will become property of the Government of Alberta and will not be returned.
- It is your responsibility to retain a copy of the nomination form/ Nominee Confirmation and Consent Form and all supporting documents for your records.

Tips to help you complete a nomination

How to write a compelling nomination:

- Explain why your nominee deserves the award by addressing questions listed under each of the nomination criteria:
 - Need: demonstrate how the nominee fulfilled a need.**
 - Describe how the nominee's actions have addressed a need (such as: economic growth, a community need, advancement in a profession or field of study, as applicable).
 - Impact: demonstrate how the nominee made a significant impact.**
 - Describe how the nominee's actions have made a meaningful impact in the community; what the nominee's efforts accomplished; how the nominee's achievements continue to make an impact; who has benefitted from the nominee's actions and achievements; or why the nominee's actions were important.
 - Contribution: demonstrate the duration, level of contribution, and outcomes of the contribution.**
 - Describe how the nominee contributed by committing their time; how long the nominee has been making contributions; or why the nominee's contributions are valued.
 - Leadership: demonstrate how the nominee has served as a role model.**
 - Describe how the nominee has shown leadership, taken initiative, and provided opportunities; what actions the nominee took to display leadership potential; or how the nominee is an inspiration to others.
 - Originality: demonstrate how the nominee's creativity or innovation provided unique problem-solving skills to a solution.**
 - Describe how the nominee has made a difference in their field; what innovative practices the nominee has developed or utilized; or why the nominee's achievements are notable, special or unique.
- Include evidence and clear/specific/concrete examples. Avoid repeating the same stories or details.
- Be as precise as possible and include meaningful descriptions.

How to complete the [Nominee Confirmation and Consent Form](#):

The nominee must consent to the Alberta Newcomer Recognition Awards to collect, share, and disclose information related to the nomination.

- Carefully review the Nominee Confirmation and Consent Form (PDF) with your nominee.
- To confirm consent, the nominee must check all the boxes next to the declarations and include their name and date on the form.
- By placing check marks on the form, your nominee agrees to provide the consent required for the Alberta Newcomer Recognition Awards. Your nominee also agrees that the check marks and typed name are the legal equivalent of manual signatures on this nomination.
 - Trouble opening PDF forms? Fillable forms do not open on some mobile devices and web browsers. To complete the form:
 1. Click on the pdf link and save it on your computer.
 2. Launch Adobe Reader
 3. Open the PDF from within Adobe Reader. You can now fill and save your form and attach it to your submission form online.
 - If you cannot complete the Nominee Confirmation and Consent Form online, you can print the form, have the nominee complete the printed form and scan or take a photo of the form with a mobile/cellular device to upload as a digital copy.

How to write compelling letter(s) of support:

The letter(s) of support must be from someone in the community (other than yourself) who has direct knowledge and evidence of the nominee's contributions. Letters can be submitted in English or French.

A support letter will include the following:

- specific examples to illustrate how your nominee meets the assessment criteria in the respective award category
- be no more than one page in length
- state that it is written for a nomination for the Alberta Newcomer Recognition Awards
- clearly indicate the name of the nominee so that the individual can be easily identified
- include the date, references' name, email address, signature, and should describe their role and relationship to the nominee

While one letter of support is required, you can provide up to two letters.

Privacy Notice

The personal information collected through the Alberta Newcomer Recognition Awards is for the purpose of evaluating, identifying, and determining eligibility for the Alberta Newcomer Recognition Award. This collection is authorized by section 33(c) of the Freedom of Information and Protection of Privacy Act. For questions about the collection of personal information, contact the Newcomer Recognition Awards at 780-644-1537 by email at NewcomerRecognitionAward@gov.ab.ca or mail to 9th Floor, 9942 – 108 Street NW, Edmonton, Alberta T5K 2J5.

The information contained within your nomination form will be shared with Alberta Newcomer Recognition Awards review committee and the Minister of Alberta Immigration and Multiculturalism for the purposes of evaluating nominations and selecting award recipients.

Failure to provide the personal information requested may result in the nomination not being considered for the Alberta Newcomer Recognition Awards.

After you nominate

Once you have submitted the necessary information, your nomination will be reviewed by the Alberta Newcomer Awards review committee. All final decisions are at the discretion of the Minister. Nominators and nominees will be notified in writing of the decision and recipients of Alberta Newcomer Recognition Awards will be formally recognized at a ceremony to highlight and celebrate their achievements.

Awards recipients may also be asked to participate in interviews, photographs, and videos to share experiences and lessons learned from their work. To promote their outstanding achievements, brief biographies and photos of award recipients may be shared with the public and the media.

Selected eligible costs related to the recipients' attendance at the ceremony will be covered.

All award recipients will receive an award.

Contact Us

- For more information, please contact NewcomerRecognitionAward@gov.ab.ca.