



Urban League of  
Northwest Indiana, Inc.

**2018**  
**DIVERSITY AND INCLUSION AWARDS**

**NOMINATION APPLICATION**

**DEADLINE FOR APPLICATIONS: FEBRUARY 16<sup>TH</sup>, 2018**

*“TO BUILD A DIVERSE COMMUNITY TAKES  
MORE THAN A MOMENT”*

**Urban League of Northwest Indiana, Inc.**

3101 BROADWAY  
GARY, IN 46409  
TELEPHONE: (219) 887-9621  
FACSIMILE: (219) 884-4519  
EMAIL: WEINCLUDE@ULOFNWI.ORG  
WWW.ULOFNWI.ORG

**APPLICATIONS ARE DUE ON OR BEFORE FEBRUARY 16, 2018**

## **DIVERSITY AND INCLUSION AWARDS**

The *Urban League of Northwest Indiana's Diversity and Inclusion Awards* are presented to outstanding individuals, businesses and organizations that embrace and effectively incorporate diversity and inclusion in the organization or their service to our community.

### **Diversity**

Is about understanding each other and moving beyond simple tolerance to embracing and celebrating the many dimensions of diversity contained within each individual. This includes accepting our individual differences of race, ethnicity, gender, sexual orientation, socio-economic status, age, physical abilities, religious belief, political beliefs, or other ideologies.

### **Inclusion**

Inclusion moves beyond simple tolerance to making a conscious effort to hear the voices perspectives and experiences of those who are different. It is embracing and valuing all perspectives in order to get the best results.

## **A. 2018 AWARD CATEGORIES**

### **1. Community Award**

Award will be presented to an organization or group that support community based activities and services which benefit diverse citizens and develops opportunities for inclusion.

### **2. Leadership Award**

Award will be presented to an organization that demonstrate leadership in supporting diversity and inclusion on a local, regional or national level.

### **3. Workforce Diversity Award**

Award will be presented to an organization that implements innovative policies and emphasize priorities to attract, select, promote and maintain a more diverse and inclusive workforce.

### **4. Moving the Needle Award**

Award is presented to an organization with exceptional effort in all above three categories.

### **5. Youth Award**

Award will be presented to an organization or group that promotes diversity and inclusion through engaging youths in activities that benefit the community at large.

### **6. Lifetime Achievement Award**

Award will be presented to one individual or organization for outstanding vision, dedication and lifelong commitment to advance diversity and inclusion.

#### **Nomination Categories**

Please check the category

- COMMUNITY AWARD
- LEADERSHIP AWARD
- WORKFORCE DIVERSITY
- MOVING THE NEEDLE
- YOUTH AWARD
- LIFETIME ACHIEVEMENT

## B. AWARD DECISION PROCESS

All Diversity and Inclusion award nominations are reviewed by an independent committee of diverse professionals. The Review Committee is charged with the responsibility of identifying organizations that reflect the best practices in infusing diversity in various levels of their operations.

## C. AWARD CEREMONY RECEPTION

The 2018 Diversity and Inclusion Awards recipients will be announced and presented their awards at the annual Diversity and Inclusion Awards Luncheon. The Luncheon will be held on Thursday, **March 22, 2018 at 11:30 am at the Avalon Manor in Merrillville, Indiana.** To purchase a table for your organization or individual seats for the Luncheon, please visit Urban League website at [www.ulofnwi.org](http://www.ulofnwi.org) or call the office at 219-887-9621.

## D. NOMINATION INSTRUCTIONS

The application should be submitted to the Urban League office by Friday, February 16th, 2018 at 12 noon. Submittals should be addressed and delivered to:

Urban League of Northwest Indiana  
c/o Diversity Awards Nominating Committee  
3101 Broadway  
Gary, IN 46409

Or, a digital copy of the application may also be submitted to: [weinclude@ulofnwi.org](mailto:weinclude@ulofnwi.org)

**The checklist below is provided to facilitate packet completion.**

- |  |   |
|--|---|
| <input type="checkbox"/> Nomination Application Form           | <input type="checkbox"/> Nominee Award Category Questions |
| <input type="checkbox"/> Nominator Agreement Signature Form    | <input type="checkbox"/> 1 original and 1 copy            |
| <input type="checkbox"/> A 90 second video on DVD or USB Drive |   |

Video Specifications:

- The videos may include: testimonials from individuals impacted by the organization's diversity and inclusion initiatives, information about the organization, or someone providing brief answers to the category questions. Please feel free to be creative.

*Any applications that are not selected for an award will be encouraged to seek advisement from the Review Committee Chairperson to make revisions to the nomination application and to reapply the following year.*

# NOMINATION INFORMATION FORM

Please check which Award Category you are submitting application for:

<b>Nomination Categories</b>	
Please check the category	
COMMUNITY AWARD	<input type="checkbox"/>
LEADERSHIP AWARD	<input type="checkbox"/>
WORKFORCE DIVERSITY	<input type="checkbox"/>
MOVING THE NEEDLE	<input type="checkbox"/>
YOUTH AWARD	<input type="checkbox"/>
LIFETIME ACHIEVEMENT	<input type="checkbox"/>

## NOMINEE INFORMATION

Organization/Business/Group Name: \_\_\_\_\_

Contact Person/Title: \_\_\_\_\_

Contact Person's Phone: \_\_\_\_\_

Contact Person's Email: \_\_\_\_\_

Street Address, City, State & Zip: \_\_\_\_\_

\_\_\_\_\_

Website: \_\_\_\_\_

Years of Existence: \_\_\_\_\_

Number of Employees: \_\_\_\_\_

## NOMINATOR INFORMATION

Business/Organization Name: \_\_\_\_\_

Relationship to Nominee: \_\_\_\_\_

Contact Person's Name/Title: \_\_\_\_\_

Contact Person's Phone: \_\_\_\_\_

Contact Person's Email: \_\_\_\_\_

Street Address, City, State & Zip: \_\_\_\_\_

\_\_\_\_\_

Does the Nominee know you have submitted this application? Yes \_\_\_ No \_\_\_

Date Submitted: \_\_\_\_\_

# NOMINEE AWARD CATEGORY CRITERIA

Please provide a concise (no more than one (1) typed page) company history and overview explaining when the organization began, the organization's purpose and its vision/mission. Also please answer questions with no more than two (2) typed pages for each Award Category for which an organization or individual is being nominated. **For Moving the Needle Award, the applicant must provide answers in all three (3) Award Categories.**

## Community Award

- Please describe the specific initiatives that the organization has created or implemented to engage diverse citizens and develop opportunities for inclusion.
- Please provide 1-3 brief examples of individuals or communities that experienced positive and meaningful change as a result of the diversity and inclusion programs that the organization implemented.
- Please describe how the organization goes above and beyond the mission or purpose of its services to make an impact in the areas of diversity and inclusion.

## Leadership Award

- Please describe how the organization supports the advancement of diversity and inclusion on a national or global level.
- Please provide specific examples of how the organization's influence on diversity and inclusion on the national or global level affects the organization's impact in Northwest Indiana.
- Please describe how the organization goes above and beyond the mission or purpose of its services to make an impact in the areas of diversity and inclusion.

## Workforce Diversity Award

- Please describe the organization's strategies for recruiting and retaining employees from underrepresented populations.
- Please provide evidence of active initiatives used to prepare employees from underrepresented populations to assume mid-senior level management positions. *The evidence should include, the total number of employees within the organization and the percentage of those employees who are women, persons with disabilities, and/or individuals from diverse populations who are in mid-senior level management.*
- Please provide specific examples of the organization's support for employees to participate in conferences, workshops, or services that promote diversity and inclusion and professional development.

## Youth Award

- Please describe the specific initiatives that the organization has created or implemented to engage diverse youths and develop opportunities for inclusion.
- Please provide the goal of the program and the outcome expected.
- Please provide 1-3 brief examples of activities or programs that has created positive and meaningful impact on the youth participants.
- Please describe how the organization goes above and beyond the mission or purpose of its services to advance diversity and make an impact on youth inclusion.

## Lifetime Achievement Award

- Although nominations will be accepted for this award, but no formal application is required. The evaluation of a nominee is based on a lifelong service and impact on the society to advance diversity and inclusion.

# NOMINATOR AGREEMENT AND SIGNATURE FORM

By submitting this application, I affirm that the facts set forth in it are true and complete. I understand any false statements, omissions, or other misrepresentations made by me on this application may result in the immediate dismissal of this Application.

**Name (printed):** \_\_\_\_\_

**Name of Organization:** \_\_\_\_\_

**Date Submitted:** \_\_\_\_\_

**Cell or Work Phone:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

Thank you for completing this nomination application form and for embracing diversity.

**RECEIVED BY:** \_\_\_\_\_

**DATE RECEIVED BY ULNWI:** \_\_\_\_\_