



FONDATION Y DES FEMMES  
WOMEN'S Y FOUNDATION

M O N T R É A L

## RULES, PROCEDURES AND NOMINATION BOOKLET 2021 WOMEN OF DISTINCTION AWARDS

Since **1994**, the **WOMEN OF DISTINCTION AWARDS** of the Women's Y Foundation has endeavoured to:

Acknowledge women's roles in social advancement by celebrating women who through their engagement and achievements in their respective fields, are making a long-lasting and positive impact on society.

Support the YWCA Montreal in its mission to help build a better future for women, girls and their families.

PRIX  
FEMMES  
DE  
MÉRITE OF  
WOMEN  
OF  
DISTINCTION  
AWARDS

2021

## RULES AND PROCEDURES

A nomination may be submitted by the candidate herself, by another person or by a business/organization in one or more of these following seven (7) categories:

CATEGORIES	ELIGIBILITY CRITERIA
<b>Business and Entrepreneurship</b>	She is an entrepreneur, manager, or professional. Her colleagues recognize her constant commitment to excellence. She has generated positive and long-lasting changes that open the way for growth and development. She demonstrates respect and commitment to her business, clients, and colleagues.
<b>Arts, Culture and Design</b>	She enriches society through her talent and engagement, whether in the visual arts, literature, architecture, design, or performing arts. She encourages creative work and the promotion and development of the arts, design, and culture.
<b>Social and Environmental Engagement</b>	She is actively engaged in a social or environmental cause. Her practical contributions to sustainable and responsible social development are guided by the values of social equity, justice and mutual aid.
<b>Information and Education</b>	She excels in the art of informing others with inspiring, enriching, and effective messages. Using her excellent communication skills, she stimulates in others the desire to learn and become informed.
<b>Public Services</b>	She works in the public or parapublic sector. Her role involves listening to her community's needs and defending their interests with conviction. She is the voice of change because with her words and acts she sparks action.
<b>Research and Innovation</b>	Her research and the innovative concepts it brings forward generate significant change in her field and in society. She is a visionary who puts her work to practical use.
<b>Sport and Health/Wellness</b>	Her work is to promote and develop health, physical activity, and wellness in her community. She brings about positive long-lasting change by encouraging people in her community to change some of their habits and prioritize healthy lifestyle choices, for both their bodies and their minds.

## ELIGIBILITY CRITERIA

### *Candidates must:*

- Meet the requirements specific to the applied category or categories;
  - The Women's Y Foundation reserves the right to modify without notice, the choice of category of any candidate, if it deems necessary.
- Validate the accuracy of the application if submitted by a third party, before sending it to the Foundation;
- Not have been active in politics for at least twelve (12) months or not plan to be at the time of the selection of the winner;
  - This condition only applies to elected or former elected officials of municipal, provincial or federal political parties.
- Reside in one of the administrative regions of Quebec for at least 6 (six) months;
  - Since 2019, we have extended the territory of eligibility for the Women of Distinction Awards at the provincial level. However, the winners living in remote cities are responsible for paying their travel expenses for any activity organized for the Women of Distinction Awards (video shooting, media interview, unveiling of laureates, awards ceremony)
- Visit the YWCA of Montreal and its Foundation to better understand its mission, its initiatives and its various programs and services (if necessary);
- Be available for video shootings (if necessary);
- Attend the Women of Distinction Awards in the fall of 2021 (date to be confirmed)

***Becoming a recipient of the 2021 Women of Distinction Awards also means becoming an ambassador for the YWCA Montreal and its Foundation\*:***

**Becoming an ambassador means...**

- **Supporting the objectives and promotional activities of the Women's Y Foundation by\*:**
  - The gift of speech: sharing your commitment with the YWCA Montreal and its Foundation in your different networks (social, professional, etc.);
  - The sharing of expertise: being open to share your expertise and life experiences during activities held at the YWCA Montreal, once the award has been given;
    - ❖ Example: help women to develop their ability to act effectively or their leadership through conferences, lunch discussions, inspiring meetings with participants of the YWCA Montreal, etc.

- The gift of giving: because the mission of the Women's Y Foundation is to seek funding to ensure the development of YWCA Montreal programs and services, the laureate may, on a voluntary basis, support the Foundation with a personal donation or by organizing a fundraising activity.
- **Be available for interviews with print, radio and/or television media to promote the YWCA Montreal through its Women of Distinction Awards** (if necessary).

*\* The above items are optional, but are greatly appreciated.*

## REGULATIONS

- A nomination may be submitted by the candidate herself, by another person, by a company or an organization.
- Each candidate must meet all the eligibility criteria and her nomination must be accompanied by a completed nomination booklet.
- Candidates cannot be nominated for more than one award per year
- Candidates cannot be nominated in a category that they have previously won.
- If the candidate is not selected, their nomination can be resubmitted.
  - The Foundation will keep the non-selected candidate nominations for a period of twenty-four (24) months. If the candidate does not wish for the Foundation to keep her file, she must notify the person in charge by phone or email.
- Employees of the YWCA Montreal and the Women's Y Foundation as well as members of their boards of directors and committees can submit their own nomination 24 months after the end of their mandate.
- An honorary chair can be nominated only 12 months after the end of their presidency.
- The Women of Distinction Awards are not given posthumously.

## NOMINATION PROCEDURE

ONLY COMPLETE SUBMISSIONS CONTAINING ALL THE REQUIRED ELEMENTS WILL BE CONSIDERED: *(Please submit in the order below)*

- Completed and signed **nomination form**;
  - **Curriculum vitae** briefly outlining career path, volunteer activities, training as well as awards and other accomplishments (*MAXIMUM : Two (2) pages – all pages beyond this number will be disregarded*);
  - **One (1) letter of support** related to the following question and dated during the current year; (*MAXIMUM : One [1] page – all pages beyond this number will be disregarded*);  
In four points, what are the main elements that prove that the candidate meets the selection criteria for this prize (see following page)? (*MAXIMUM: 1 page - any additional page will be removed from the file*);
  - **One (1) professional photo** (electronic format 300 dpi).
  - **Must provide two other professional references (with names and contact information)**
- \* **Only for the entrepreneurship category**, please attach a copy of the latest audited financial statements of the company or a review engagement report.

Submissions must be sent by email to:

[fondation@ydesfemmesmtl.org](mailto:fondation@ydesfemmesmtl.org)

**Deadline: Friday, February 26 2021**

### GUIDELINES TO FACILITATE THE DRAFTING OF THE DOSSIER

- Keep in mind the evaluation criteria. The capacity to inspire, lead, the exceptional nature of the actions taken, the influence in society and the voluntary contribution are important criteria in the evaluation of candidates.
- Explain the merits of the candidate; demonstrate personality traits as well as personal and professional experiences.
- Answers should be detailed and give concrete examples about the candidate's background and achievements.

## EVALUATION CRITERIA

EVALUATION CRITERIA	WEIGHTING
<b>Impact :</b> Noteworthy accomplishments that have generated positive and long-lasting social change	30 %
<b>Innovation :</b> Positive social changes rooted in original and innovative concepts	20 %
<b>Engagement:</b> Major contribution to community and social life, in particular, to enhance solidarity and inclusiveness.	30 %
<b>Inspiration:</b> Capacity to inspire and motivate.	20 %

## INFORMATION

For more information, please contact:

**Sonia Wong**  
**Women's Y Foundation**  
Tel. : 514 866-9944 | @ : [fondation@ydesfemmesmtl.org](mailto:fondation@ydesfemmesmtl.org)  
WWW : [fondation.ydesfemmesmtl.org](http://fondation.ydesfemmesmtl.org)

## SUBMISSION AND CONSENT

### Information on the candidate

First name: \_\_\_\_\_ Last name : \_\_\_\_\_

Complete home address : \_\_\_\_\_

\_\_\_\_\_ Postal code : \_\_\_\_\_

Phone : \_\_\_\_\_ Cell : \_\_\_\_\_

Email : \_\_\_\_\_

Occupation (Title) : \_\_\_\_\_

Employer : \_\_\_\_\_

Complete work address : \_\_\_\_\_

\_\_\_\_\_ Postal code : \_\_\_\_\_

Work telephone : \_\_\_\_\_ Ext.: \_\_\_\_\_

### Declaration and consent of the candidate

I, the undersigned certify that the information given is correct and that I have examined and approved the nomination materials sent.

I am available to take part in interviews with print, radio and/or television media. I consent to the distribution of my contact information by the Women's Y Foundation to journalists interested in interviewing me. I also consent to the unpaid use of my name, portrait or other photos taken as part of the 2021 Women of Distinction Awards, as well as other professional or personal information I have provided to the Women's Y Foundation for the publicity and promotion of the 2021 Women of Distinction Awards, before, during and after the actual event.

The signature or the nomination email represents proof of date of receipt, declaration and consent.

Signature : \_\_\_\_\_ Date \_\_\_\_\_

### Information on the person or organization submitting the nomination

Association with the candidate : \_\_\_\_\_

First name : \_\_\_\_\_ Last name : \_\_\_\_\_

Complete address : \_\_\_\_\_

\_\_\_\_\_ Postal code : \_\_\_\_\_

Phone : \_\_\_\_\_ Cell : \_\_\_\_\_

Email : \_\_\_\_\_

Occupation (title) : \_\_\_\_\_

Employer : \_\_\_\_\_

## QUESTIONNAIRE

*\*The nomination booklet can be filled out by the candidate herself, by another person or by a company or an organization.*

**Nomination presented in the category (please check):**

Arts, Culture and Design

Business and Entrepreneurship

Information and Education

Public Services

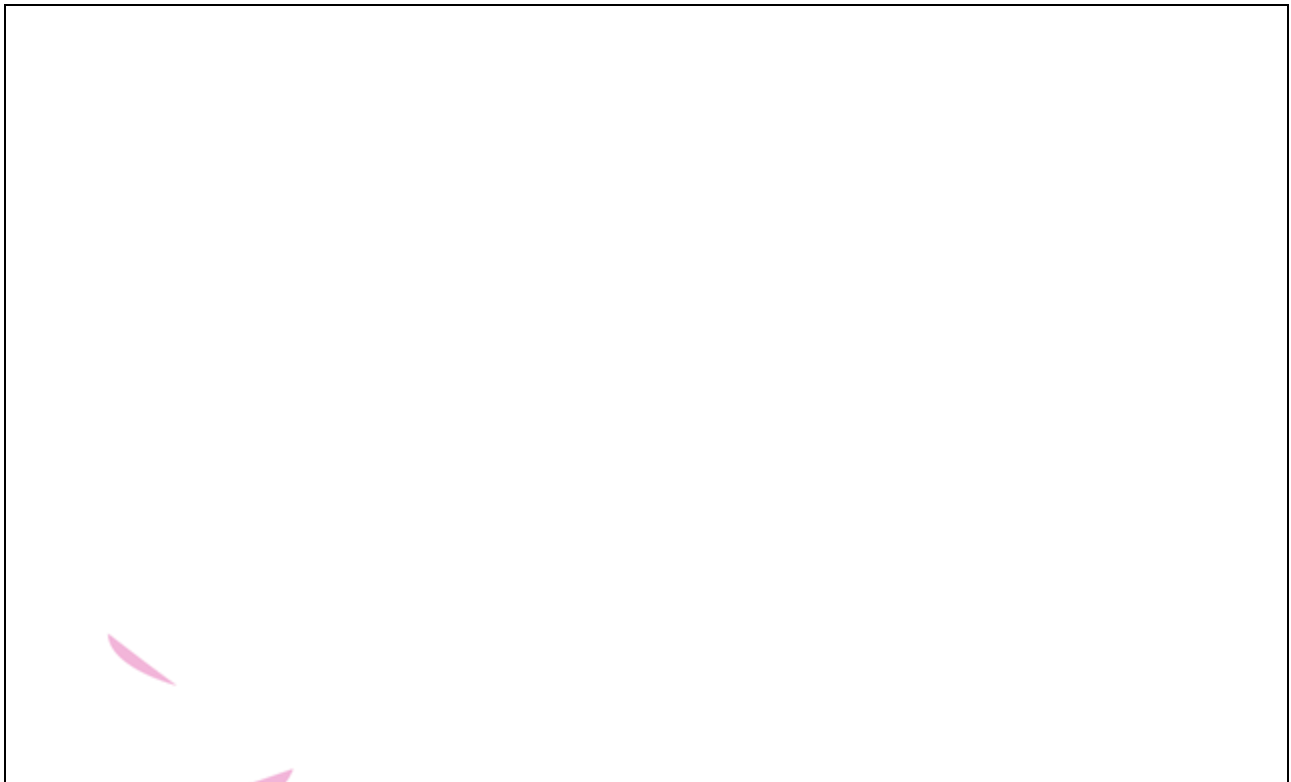
Research and innovation

Social and Environmental

Engagement Sport and Health/

Wellness

**1.** *Describe the candidate's work and accomplishments, specifying the impact they have had or will have in terms of advancing their sphere of activity or society in general. (300 words MAXIMUM / **Impact** – 30% weight factor)*





2. Describe how the candidate has exhibited creativity and vision in her innovative accomplishments. (300 words MAXIMUM / **Innovation** – 20% weight factor)

3. Beyond her professional duties, explain how the candidate's experience and values led her to actively engage in building social solidarity and inclusiveness. (300 words MAXIMUM / **Engagement** – 30% weight factor)

4. Describe how the candidate inspires and motivates people to make change. (300 words MAXIMUM / **Inspiration** – 20% weight factor)

