

NOMINATING GUIDELINES
FOR THE
2008 CONRAD N. HILTON HUMANITARIAN PRIZE



The \$1.5 million (U.S.) Conrad N. Hilton Humanitarian Prize is awarded annually to an organization making extraordinary contributions toward alleviating human suffering anywhere in the world.

Nominations are sought from throughout the international community and will close NOVEMBER 1, 2007. An independent international panel of jurors will make the final selection; the award recipient will be announced in the fall of 2008.

2008 CONRAD N. HILTON HUMANITARIAN PRIZE

NOMINEE ELIGIBILITY

- Nominees must be organizations, not individuals.
- Nominees must be established, non-governmental, publicly supported charitable organizations. U.S. Internal Revenue Service tax-exempt status—or the equivalent for international organizations—will determine eligibility. (International nominees will be contacted by the Foundation for appropriate documentation.)
- Nominees must be legally established for at least five years (established prior to 2003) in order to be considered.
- Nominees must have an operating budget greater than U.S. \$500,000.
- An organization that has received a single \$1.5 million grant from the Conrad N. Hilton Foundation must wait 3 years before being eligible for nomination.

NOMINATOR QUALIFICATIONS

- The Nominator should have direct knowledge of the nominated organization's work.
- The Nominator may not be an officer or employee—or any other individual receiving remuneration for their services from the nominated organization. Board members may nominate providing they receive no payment for their service.
- The Nominator may not be a family member of an officer or employee of the nominated organization.

EVALUATION CRITERIA

Since the Prize is not a grant, nomination material should emphasize the organization's accomplishments rather than future goals. Both historic and recent performance should be addressed. Following are suggested criteria to consider in describing your Nominee's work:

- **Extraordinary contributions toward alleviating human suffering**
- **Established record of achievement**
- **Innovation in program design**
- **Organizational capacity and administrative efficiency**
- **Demonstration of long-term impact**

NOMINATION PROCESS

- 1) The enclosed **Identification Sheet** must be completed, signed by the nominator, and returned. If the identification sheet is submitted without a signature via e-mail, a copy must also be sent via facsimile or mail, as the signature of the nominator must be on file.
- 2) A personal **Nominating Letter in English**, not to exceed five typed pages, should cite the reasons the Nominee deserves to be awarded the Hilton Humanitarian Prize. Please include or ask your nominating organization to send an annual report or brochure and the latest financial statement (in U.S. dollars). Please do not submit any additional materials such as videos, original photographs, or books, as they cannot be returned. All materials submitted must be in English.
- 3) Multiple nominations are not encouraged, although more than one person can sign a nomination letter. If more than one nomination is submitted for an organization, the first one received will be the nomination of record. All other nominations will be registered as letters of support; however, no more than three letters of support will be recorded.
- 4) Once the nomination has been received, the Hilton Foundation may require additional support material from the Nominee. The Foundation will contact the Nominee directly for this information.
- 5) Please note that any attempted contact with Hilton Prize jurors about the nomination may disqualify a Nominee.
- 6) For questions about nomination requirements, please contact us by e-mail at prize@hiltonfoundation.org or by telephone at 310-556-4694 and ask for the Prize department.

NOMINATIONS WILL CLOSE NOVEMBER 1, 2007

All nominations must be received by the Prize office or postmarked by this date.

Send the **Nominating Letter** and the **Identification Sheet** by mail, fax, or e-mail to:

Conrad N. Hilton Humanitarian Prize
10100 Santa Monica Boulevard, Suite 1000
Los Angeles, CA 90067-4011
U.S.A.

Telephone: 310-556-4694
Facsimile: 310-694-9051
E-mail: Prize@HiltonFoundation.org