

This guide explains how to prepare and submit a nomination for the 2026 Australian Community Housing Awards. It outlines what information is required, supporting material, and what to expect when completing the online nomination form.

Nominations close: 5:00pm (AEST), Friday 4 September 2026

BEFORE YOU START

Allow approximately **25 minutes** to complete the online form, provided you have prepared your responses and supporting documentation beforehand.

Important submission information:

The nomination form is completed in JotForm and **cannot be saved and returned to later**. Please prepare your responses before starting.

We recommend you:

- Prepare responses to each assessment criterion
- Gather all supporting documentation
- Obtain required internal approvals
- Prepare your images and supporting material
- Ensure a valid credit card is available for payment

Checklist (key requirements)

- Aim for **200–300 words per assessment criterion**
- Maximum total word count: **1,200 words** (the form will not accept submissions over this limit)
- A **50-word summary** of the nomination is required (used for promotional purposes)
- Supporting evidence is required and varies by category
- Ensure all internal approvals are obtained before submission (including image and content use)

SUPPORTING MATERIAL

Images

Image Quality

Images must be uploaded as JPEG (.jpg) files suitable for print and digital use.

Please ensure images:

- Are clear, sharp, and high quality when viewed at full size or zoomed in
- Are original files where possible (not screenshots or copied files)
- Are not compressed through messaging apps (e.g. SMS, Messenger, WhatsApp)
- Are not downloaded from social media where quality may be reduced
- Help tell the story of the nomination

High-quality smartphone images are acceptable if they are original, well-lit, and in focus.

Image requirements

Individual Awards

- Minimum of 5 JPEG images
- Must include at least one clear head-and-shoulders image of the nominee

All other Award Categories

- 8–10 JPEG images of the program, project or initiative

Supporting Evidence:

Please include only material that directly strengthens your nomination.

Judges are looking for evidence that demonstrates how the nomination meets the assessment criteria.

Examples include:

- Reports and project outcomes
- Case studies
- Testimonials
- Evaluation data or other relevant documentation (as specified in the category)

Accepted file types:

Supporting documents may be uploaded as:

- PDF, Word, Excel, PowerPoint, JPEG or PNG

Limits:

- Maximum file size: **3GB per file**
- Maximum: **25 files per entry**

Image and content permissions

By submitting a nomination, you confirm that:

- You/your organisation own or have permission to use all submitted content
- ACH is granted a non-exclusive, royalty-free licence to use submitted images and content across digital and print channels (including website, newsletters, social media, reports and other collateral)
- ACH may crop or resize images for publication purposes
- Individuals pictured have provided consent for their image to be used
- We will credit your organisation when we use your images. If you agree, we may sometimes use images without credit where it isn't practical to include it (for example, in printed designs).

NOMINATION FEE:

- A fee of **\$100 (ex GST)** applies per nomination
- Payment is required at the time of submission via credit card
- A system-generated receipt will be provided after payment
- Please ensure a valid credit card is available before starting your submission

Need assistance?

If you have any questions about eligibility or the nomination process, please contact:

awards@australiancommunityhousing.org.au (02) 6210 5040