



# 2026 Nomination Guide

Public Libraries Branch  
Ministry of Housing and Municipal Affairs  
PO Box 9831 Stn Prov Gov  
Victoria, B.C., V8W 9T1

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## How to nominate your literacy champion for the 2026 Council of the Federation Literacy Award (COFLA)

### Checklist

- Check that your literacy champion is eligible for the award.
- Confirm with your champion it's okay to nominate them.
- Write a rationale and gather information to share your literacy champion's story.
- Get two letters of endorsement for your champion.
- Get signed consent forms for yourself, your champion, and your endorsers.
- Complete and submit the nomination form with all attachments before 11:59 PM on Sunday, May 31, 2026.

### Eligibility

Your literacy champion is eligible if they:

- Have been involved in B.C.'s literacy community within the past two years;
- Reside in B.C., or their work is based in B.C.; and,
- Are not a past COFLA winner, a 2026 selection committee member, family of a 2026 COFLA selection committee member, or an employee of the Province of B.C.

# Evaluation

Your submission will be strongest when it provides specific examples and evidence that the nominee meets the selection criteria. Each submission will be evaluated by a committee of public servants and literacy experts, who will rank nominations according to the following evaluation criteria:

## **Excellence and innovation**

- The nominee has gone above and beyond what is expected;
- The nominee has led or facilitated teamwork, collaboration, and partnership;
- The nominee has helped to build consensus and achieve cooperation;
- The nominee has developed innovative, excellent programs that positively impact people in their community;
- Preference: the nominee has demonstrated progressive leadership (nominee may not be in a formal leadership position).

## **Responsiveness**

- The nominee's purpose and work is relevant and responds to their community's needs;
- The nominee is connected to their community and understand what is going on at the grassroots level;
- The nominee contributes to better the community and help people improve; and,
- The nominee develops and/or delivers creative approaches and solutions, while working within the realities of their communities.

## **Results**

- The nominee makes a positive impact on people through literacy skills development;
- The nominee develops outstanding programs or services that positively impact their community; and,
- The results of the nominee's work are clear in statistics, measurable outcomes and/or anecdotal evidence.

## Rationale

You will need to submit a rationale explaining how your literacy champion meets or exceeds the evaluation criteria (1,000 words or fewer). The rationale should demonstrate:

- How your champion has shown outstanding achievement, innovative practice, and excellence in literacy;
- How your champion is helping learners to acquire the literacy skills they need to improve their lives;
- How your champion's work is relevant and responding to community needs; and,
- What results demonstrate your champion's positive impact in peoples' lives.

## Endorsements

You will also need to submit two endorsement letters from people who are not the nominee or nominator (500 words or fewer). Endorsement letters should share specific examples and/or stories that support the rationale and show how your champion meets the evaluation criteria.

Everyone who submits an endorsement letter will need to complete the [2026 COFLA Consent and Release Form](#) for submission with the completed [2026 COFLA Nomination Form](#).

## Consent

You, the person you are nominating, and anyone who provides an endorsement letter must submit a signed [2026 COFLA Consent and Release Form](#). The Consent and Release Form confirms you provide consent to have your name, stories and photographs shared with the news media and publicized by the Council of the Federation, Province of B.C. and its partners.

Information collected through the nomination process is under the authority of 26(c)(e) of the *Freedom of Information and Protection of Privacy Act*.

If you have any questions about the collection of personal information, please contact:

Director, Public Libraries Branch  
Ministry of Housing and Municipal Affairs  
PO Box 9831 Stn Prov Gov      email: [publib@gov.bc.ca](mailto:publib@gov.bc.ca)  
Victoria, B.C., V8W 9T1      1-800-663-7051

## Nominations

When you have the rationale, endorsements, and consent forms ready to submit, you will need to complete the [2026 COFLA Nomination Form](#) and send it with all the required attachments to [publib@gov.bc.ca](mailto:publib@gov.bc.ca).

Attachments checklist:

- Nomination form
- One rationale letter
- Two endorsement letters
- Four consent forms (you, two endorsers and the nominee)

If you do not receive confirmation that your nomination package was received within five business days, please follow up to confirm it was received.

## Other supporting documents (optional)

You may wish to include up to six supporting documents as part of your nomination. For example, if a report, news article, academic study, pamphlet, testimonial, photograph or award is relevant and supports your rationale, it can be included in the nomination package. You will be required to provide a list and brief description of any supporting documents you have chosen to include.

## Key dates

- May 6, 2026 – Nomination period opens
- May 31, 2026 – Nomination period closes at 11:59 PM
- July/August 2026 – Award recipient and nominator informed of their successful nomination
- September 8, 2026 – Council of the Federation announces winners

## Contact

Questions?

Please contact:

Public Libraries Branch

Ministry of Housing and Municipal Affairs

Email: [publib@gov.bc.ca](mailto:publib@gov.bc.ca)

Tel: 778 405-4743