**Scottish Charity Awards 2019 entry form**

**Charity of the Year**

Sponsored by Keegan & Pennykid (Insurance Brokers) Ltd

**Please complete this form and email it to** [**awards@scvo.org.uk**](mailto:awards@scvo.org.uk) **by 5pm on 25 March 2019**

**Charity of the Year**

Simply the best, better than all the rest?

We’re looking for charities and other third sector organisations that have had a record breaking year over the last 12 months. Has your organisation stepped up a gear? Have you reached significant goals, celebrated outstanding achievements and taken an innovative approach? If so this award is for you.

This award recognises achievement in every area of your organisation and the focus of the entry should be on activities carried out within the entry period, 1 Jan 2018 to 31 March 2019. However, the judging panel will take into consideration work leading up to this period.

Judges will be looking for both facts and figures, and real life examples of how the organisation has made a difference to people living in Scotland this year (this may include case studies and/or testimonials).

Charity of the Year applicants do not have to be national organisations, but they should demonstrate the impact of their work as widely as possible.

**General entry criteria**

The underlying aim of the Scottish Charity Awards is simply to recognise excellence. Each submission must indicate clearly to the judges the nature and scope of the challenge(s) faced. The judges will be looking for examples of excellent work with evidence of effective strategies, which are supported by hard facts to demonstrate impact.

Entry is open to all types of voluntary organisations, including registered charities, social enterprises and campaigning groups. For the purposes of this entry form, the word ‘organisation’ has been used to summarise these different bodies.

Entries will be judged by an independent panel. Judges represent the diversity of the sector and the award sponsors. The judges assess applications according to its objectives and budget. Any judge who has prior knowledge or been involved with a project is not allowed to vote for that project or lobby the other judges.

Four or five organisations will be short listed in each category. Two representatives of each shortlisted entry will be invited to the Scottish Charity Awards ceremony gala dinner at the EICC, Edinburgh on Friday 14 June 2019. Shortlisted organisations will also be able to purchase additional tickets at a discount rate.

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| --- | --- |
| **Name of organisations:** | **Email address:** |
| **Address:** |  |
| **Telephone number:** | **Annual income:** |
| **Contact person and job title:** | **Charity number (if applicable):** |
| **About your charity**  Tell us about your organisation e.g. when it was established, its purpose and size (100 words max). | |
| **Please complete the below 5 sections. You have a maximum word count per section and you should address all of these areas: Longer entries will be disqualified.** | |
| Complete the following summary in no more than 150 words:  **Overall this year was special for us because…** | |
| Complete the following in no more than 300 words:  **How have you improved the lives of people in Scotland (and beyond?)? Tell us about a specific moment/incident that sums up the impact of your work.** | |
| Complete the following in no more than 300 words:  **What have you achieved? How is it special, innovative or creative?** | |
| Complete the following in no more than 300 words:  **How did you overcome any challenges you faced?** | |
| Complete the following in no more than 300 words:  **How do you know you’ve been a success? Do you have anything to prove it? Please provide facts and figures** | |
| **You can also submit up to 2 pieces of supporting evidence to demonstrate impact of your charity e.g. artwork, photos, videos or testimonials.**  **Please note supporting evidence is additional information that may not be fully considered by the judges.** | |

**Declaration: I have read the attached and confirm that this work:**

* **began or was completed in the period from 1 January 2018 to 31 March 2019**
* **meets the brief and objectives set by my organisation for the activity described in this submission**
* **I have included a copy of our latest financial accounts.**

**Signature:**

Please also include the name and address of one independent person that can verify your entry (this should be someone from outside your organisation who has worked with you or been impacted by your organisation and work):

|  |
| --- |
| Name: |
| Job title: |
| Contact telephone number: |
| Email address: |

**Key dates**

* 25 March 2019, 5pm – Closing date for applications.
* 18 April 2019 – Finalists will be notified, asked to submit additional information such as photographs and quotes.
* 3 May 2019 – Announcement of finalists on our website, to the media and the wider sector. People’s choice public vote opens for all finalist applications.
* 17 May 2019 – People’s choice public vote closes.
* Friday 14 June 2019 – Awards ceremony and dinner where we’ll be announcing the winners.