**Scottish Charity Awards 2019 entry form**

**Leading Light**

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

**Leading Light**

Scottish charities, social enterprises and voluntary organisations are full of inspiring individuals and leaders who help transform our society day in and day out.

If you know an exceptional and influential person who demonstrates outstanding dedication to a charity or cause, then they could be named the Leading Light of 2019.

This award recognises an employee who has worked tirelessly to make a significant difference to one or more organisations or causes. We are happy to receive applications covering a breadth of work over a number of years as well as to consider people who have achieved something remarkable over a shorter period.

This is your chance to nominate anyone from the most junior member of staff to a retiring chief executive. Judges will be looking for examples of a range of activities, an innovative approach and evidence of outstanding success.

**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.

Entry is open to all types of voluntary organisations, including registered charities, social enterprises and campaigning groups.

Entries will be judged by an independent panel. Judges represent the diversity of the sector and the award sponsors. The judges assess each application according to its objectives. 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 or individuals 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.

|  |  |
| --- | --- |
| **Name of nominee:** | **Name and job title of nominator:** |
| **Address of nominee:** | **Address of nominator:** |
| **Telephone number of nominee:** | **Telephone number of nominator:** |
| **Email address of nominee:** | **Email address of nominator:** |
| **Tell us a bit about your Leading Light's involvement with an organisation(s)** e.g. brief details of their role and the length of time they have been involved(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:  **Our nominee is a Leading Light because…** | |
| Complete the following in no more than 300 words:  **We like stories. Tell us about a specific moment/incident that sums up your nominee.** | |
| Complete the following in no more than 300 words:  **What drives/motivates your employee?** | |
| Complete the following in no more than 300 words:  **How have their efforts made a positive difference? Please provide facts and figures.** | |
| Complete the following in no more than 300 words:  **Is there anything else that makes your nominee exceptional or unique?** | |
| **You can also submit up to 2 pieces of supporting evidence to support your entry e.g. 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 or been impacted by your organisation):

|  |
| --- |
| 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.