**Scottish Charity Awards 2019 entry form**

**Pioneering Project**

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

**Pioneering Project**

Is your organisation proud of its Pioneering Project?

Creative project work is the life blood of Scotland’s third sector. With innovative ideas and plenty of enthusiasm, it is possible to make a significant impact from a project or partnership. If you’re delivering a service or a project that is making a big difference to a community, then this is the award for you.

The judges will be looking for clear evidence that entries are unique, innovative and making a huge difference. They will be looking for both facts and figures and real life examples of how the project has improved the lives of people in this community (this may include case studies and/or testimonials).

The focus of the entry should be on activities carried out within the entry period, 1 Jan 2018 to 31 March 2019.

**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 each application according to its objectives and available 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 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.

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| **Name of Organisation:** | **Contact email address:** | |
| **Address:** | **Annual income** | |
| **Telephone number:** | **Project budget (if applicable): please provide a breakdown of income and expenditure including staff time** | |
| **Contact person and job title:** | **Charity number (if applicable):** | |
| **About your charity:**  Tell us about the organisation e.g. when it was established, its purpose and size (100 words max).  If more than one organisation is involved in your project, tell us about the lead partner and list the others involved. | | |
| **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:  **Why should you win this award?** | | |
| Complete the following in no more than 300 words:  **We like stories. 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 motivated you to start this project? Why it was necessary/ what problem did you want to tackle?** | |
| Complete the following in no more than 300 words:  **What did you do? How was the project special, innovative or different?** | | |
| Complete the following in no more than 300 words:  **How do you know the project has been a success? Can you prove you’ve changed people’s lives? Please provide facts and figures.** | | |
| **You may also submit up to 2 pieces of supporting evidence to demonstrate impact of your project 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.