**Scottish Charity Awards 2019 entry form**

**Demonstrating Digital**

Sponsored by Digital Scotland

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

**Demonstrating digital**

The digital revolution has already happened. New technology and the internet have changed the way we live our lives. We’re looking for organisations who have adapted and evolved to maximise these opportunities.

We’re looking for organisations which can demonstrate that they’ve gone beyond simply creating a website, making an app or using social media effectively. We’re looking for those who have redesigned part or all of their services and support around the expectations and needs of their service users or donors or funders or stakeholders in a digital world. The change may not necessarily be externally visible, it could be about how staff and volunteers are using the technology to maximise their impact.

The judges are looking for organisations big or small that are can demonstrate digital leadership and an element of organisational change to improve efficiency, effectiveness and impact on the individuals and communities they serve.

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.

|  |  |
| --- | --- |
| **Name of organisation:** | **Contact email address:** |
| **Address:** | **Annual income** |
| **Telephone number:** | **Project budget (if applicable):** |
| **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 6 sections. You have a maximum word count per section and you should address all of these areas: Longer entries will be disqualified.** | |
| Over the past year, our most significant progress in digital has been in relation to…  **Please select ONE from the following list…**   |  |  | | --- | --- | | Governance |  | | Business processes |  | | Supporting service users |  | | Marketing |  | | Raising funds |  | | Other (please describe below) |  | |  | | | |
| Complete the following summary in no more than 150 words:  **We’ve demonstrated digital leadership or change over the past year by…** | |
| Complete the following in no more than 300 words:  **How did you identify the problem / need?** | |
| Complete the following in no more than 300 words:  **What action have you taken to develop your solution?** | |
| Complete the following in no more than 300 words:  **How did you engage people throughout the process?** | |
| Complete the following in no more than 300 words:  **What has the impact been?** | |
| **You may also provide no more than 2 pieces of supporting evidence which can include videos, adverts, leaflets or web links. 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.