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**Scottish Charity Awards 2020 entry form: Celebrating communities**

**Sponsored by CLD Standards Council Scotland**

Please complete this form and email it to [**awards@scvo.org.uk**](mailto:awards@scvo.org.uk) by 5pm on 26 March 2020.

**Celebrating communities**

Working on a shoestring budget doesn’t mean you can’t deliver big change.

Across Scotland small voluntary groups and grassroots organisations do extraordinary work with local communities and communities of interest.

With innovative ideas and plenty of enthusiasm it is possible to make a significant impact. If you’re delivering a service or a project that is making a big difference to a small community, then this is the award for you.

The judges will be looking for clear evidence that entries are community-led rather than directed by a larger charity. 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 2019 to 31 March 2020.

**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 of judges who 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 12 June 2020. Shortlisted organisations will also be able to purchase additional tickets at a discount rate.

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| **Name of community group:** | **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 tell us if you have previously applied to the Scottish Charity Awards, and if so what year/s and in what category. Please also state any other awards or recognition you have won in the past three years.** | |
| **Please complete the below six sections. You have a maximum word count per section (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 your work.** | |
| Complete the following in no more than 300 words:  **What motivated you to do this work? How was it special, innovative or creative?** | |
| Complete the following in no more than 300 words:  **Why was it necessary/what problem did you want to tackle? How did you overcome any challenges you faced?** | |
| Complete the following in no more than 300 words:  **How do you know it’s been a success? Please provide facts and figures. Can you prove you’ve changed the lives of people in this community?** | |
| **You may also provide no more than two 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 2019 to 31 March 2020**
* **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 has been impacted by your organisation and work.

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

Key dates

* 26 March 2020, 5pm – Closing date for applications.
* 16 April 2020 – Finalists will be notified, asked to submit additional information such as photographs and quotes.
* 1 May 2020 – Announcement of finalists on our website, to the media and the wider sector. People’s choice public vote opens for all finalist applications.
* 15 May 2020 – People’s choice public vote closes.
* Friday 12 June 2020 – Awards ceremony and dinner where we’ll be announcing the winners.