# Entry Form

# Please read through the whole form before making a start. Please remember that the judges read many entries so they really appreciate brevity. Only the information on this form and in your statutory accounts will be initially circulated to the judges. You may also send additional materials, such as strategic plans or promotional materials, which may be helpful to the judges later in the process.

# Please bear in mind that judges are looking for evidence of effectiveness. Your chances of winning an award will be greatly enhanced if you can clearly show that you achieved strong outcomes, and delivered good value for money.

**Section 1: Summary details**

**1a. Please highlight in which of the areas of activity below you wish your entry to be considered or ask the judges to allocate a category for you.**

🞏 Arts, culture and heritage 🞏 Environment and conservation

🞏 Campaigning and advocacy 🞏 Grantmaking and funding

🞏 Children and youth 🞏 Healthcare and medical research

🞏 Disability 🞏 International aid and development

🞏 Education and training 🞏 Social care, advice and support

🞏 Or, please allocate a suitable category for my entry

**1b. Please tell us how you heard about The Charity Awards:**

🞏 Civil Society Media website

🞏 Communication from *Charity Finance*

🞏 Communication from CAF

🞏 Communication from Rathbones

🞏 Applied in previous years

🞏 Other, please state \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**1c. Organisation details:**

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| **Full name of organisation** |  |
| **Other name that your organisation is known by**  |  |
| **Address** |  |
| **Postcode** |  |
| **Telephone** |  |
| **Email** |  |
| **Website** |  |
| **Chair of Trustees** |  |
| **Chief Executive**  |  |

**1d. Main contact details:**

Please give the title, full name and the position of the main contact in your organisation who can answer questions about your entry:

|  |  |
| --- | --- |
| **Title** |  |
| **First name** |  |
| **Surname** |  |
| **Position** |  |
| **Address** |  |
| **Postcode** |  |
| **Telephone** |  |
| **Email** |  |

**1e. What type of organisation is your charity?**

Please tick one of the categories below and provide the appropriate number:

🞏 Registered charity in England and Wales

🞏 Charity registered with OSCR, the Scottish Charity Regulator
🞏 Charity in Northern Ireland recognised by HMRC or registered with

the Charity Commission for Northern Ireland

🞏 Exempt or excepted charity registered with HMRC in England and Wales

(If your project is a joint venture or partnership, it can be entered under the charity number of any member)

**Registration number or reference number:**

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**Campaign name (if any) relating to the application:**

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**1f. If your accounts are not publicly available on the Charity Commission website, we will require a copy to be attached with this form. Your entry will not be shortlisted unless your most recent accounts are available.**

**1g. Please give the following information about your organisation:**

a) How many staff do you have (full time equivalent)?

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b) What was the income of your organisation in the latest complete year?

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c) What is the balance sheet total of your funds (including restricted reserves)?

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d) In about 25 words in the box below, please summarise the main activity of your charity:

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1h. Please give the name and contact details of an independent referee who will be able to discuss your entry. Your referee should be someone who knows your work but is not a trustee or beneficiary (or have been in the past), or closely related to any trustee or beneficiary of your organisation. Ideally, it could be another professional who sees the results of your work first hand or your auditor/independent examiner.

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| --- | --- |
| **Title**  |  |
| **First name** |  |
| **Surname** |  |
| **Address** |  |
| **Postcode** |  |
| **Telephone** |  |
| **Fax** |  |
| **Email** |  |

How does this referee know you?

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**1i. We will not reconsider a project or initiative if it has been shortlisted for The Charity Awards in the last three years, but we are happy to consider other initiatives from the same charity. If an entry was not shortlisted we will consider it if more progress has been made. Please tell us details of any submissions you have made to the awards in the past three years.**

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| Year:Brief description of entry: |

**Section 2: Your entry**

**2a. In not more than 50 words please describe the initiative or project for which your organisation deserves to be recognised.**

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**2b. What was the problem you were seeking to address or the area you wanted to improve? How did you know there was a need for your work? (Max 300 words please)**

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**2c. How did you arrive at a plan to tackle the problem and how did you record your plans and targets? (Max 400 words please)**

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 **2d. What were the changes you made and how did you implement them? As well as any physical and operational changes please outline the timetable, who was involved in managing and implementing the change and how much it cost? (Max 500 words please)**

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**2e. Describe the results of the work you did. Be explicit and include numerical results where possible and relevant (such as the number of people directly helped by your initiative and the changes or outcomes they experienced.) If numerical results are not appropriate, how have you measured your achievement? (Max 500 words please)**

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**2f. What was the cost of the initiative or project you are entering for? How much did you spend on achieving each outcome? (Max 200 words please)**

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**2g. What lessons, positive and negative, emerged from your experience? How will you put this knowledge to use on this and other initiatives and projects? (Max 300 words please)**

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**Section 3: Hallmarks of Excellence**

**As well as the questions you have answered in section 2, the judges also use the Hallmarks of Excellence (outlined below) as key evaluation criteria.**

**In this section the judges expect you to draw on or refer to information you have given earlier in your entry. This will help to ensure the judges do not miss aspects of your work that reflect the Hallmarks of Excellence.**

**Please give a response for each hallmark.**

**3a) Outcomes and effectiveness:** The charity can show, with evidence gathered through the use of appropriate measurement techniques, that its intervention has produced proven outcomes which are generating lasting social benefit.

(Max 200 words please)

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**3b) Value for money:** The charity can show that each outcome was achieved efficiently and cost-effectively.

(Max 200 words please)

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**3c) Innovation:** The charity can show that its initiative or project was original and inventive and/or that it took forward and built on existing best practice in the charity sector. (Max 200 words please)

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**3d) Sustainability**: The charity can show that the funding model for its intervention is robust, and that it has a business model which allows it and its project to continue in the long term. (Max 200 words please).

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**3e) Replicability & scalability:** The charity can show how the initiative or project has already been, or could be, substantially scaled up or replicated by other charities to ensure widespread benefit, and how the lessons from the project could be adopted elsewhere. (Max 200 words please)

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**3f) Best practice:** The initiative or project can show that it is applying the highest standards of the charity sector in all aspects of its activities. (Max 300 words please)

 When responding to this hallmark, please consider any aspect of your initiative's or project's operations which exemplifies good practice in the sector.  This could relate to its leadership, governance, fundraising, communications, operations, people management or overall culture.

Areas you may wish to consider include:

* Are you showing leadership and developing staff?
* Have you got a diverse workforce and board (including not just areas such as gender, race and disability, but also diversity of viewpoint and approach)?
* Are you accountable to all stakeholders?
* Are you collaborating effectively with your partners?
* Are you involving beneficiaries in governance and service delivery?
* Are you making the best use of volunteers?
* Are you communicating effectively, both internally and externally?
* Are you showing excellence in generating income?
* Are you learning and developing as a result of feedback and evidence?

You do not need to write about all of these, but please address any that you think apply to your project.

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**Section 4: Declaration**

* *One of the benefits of The Charity Awards is the potential for organisations to learn from each other's experiences. The organisers therefore reserve the right to use any information relating to entries for publicity and educational purposes.*
* *The judges reserve the right to allocate any entry to a category of their choice.*
* *The organisers reserve the right to change the venue and date for the awards ceremony entirely at their discretion.*
* *The judges' decisions are final.*

🞏 **The information supplied in this form and accompanying material is true. I have read and agree to the terms above.**

🞏 **I am happy to be contacted by Civil Society Media in relation to relevant products and services.**

🞏 **I am happy to be contacted by the sponsors and partners of The Charity Awards.**

|  |  |
| --- | --- |
|  **Name** |  |
|  **Date** |  |

**Please return this completed form to arrive no later than Friday 22 February 2019 by email to** **awards@civilsociety.co.uk** **or by post to The Charity Awards, Civil Society Media, 15 Prescott Place, London, SW4 6BS.**

