# The Charity Awards

# Rathbones Covid-19 Response Award 2021

# Please read through the whole form before making a start. Please remember that the judging panel read many entries so they appreciate brevity. Only the information on this form and in your statutory accounts will be initially considered by the panel.

# 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.

**Section 1: Summary details**

**1a. Please tell us what kind of charity you are:**

🞏 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

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

🞏 Civil Society Media website 🞏 Communication from Civil Society Media

🞏 Communication from CAF 🞏 Communication from Rathbones

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

**1c. Organisation details:**

|  |  |
| --- | --- |
| **Full name of organisation** |  |
| **Any 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 name and position of the main contact in your charity who can answer questions about your entry:

|  |  |
| --- | --- |
| **Title** |  |
| **Name** |  |
| **Position** |  |
| **Address** |  |
| **Postcode** |  |
| **Telephone** |  |
| **Email** |  |

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

🞏 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 NI

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

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Registration number or reference number:

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

a) How many staff did you have at the start of 2020 (full time equivalent)?

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b) How many staff do you have now, in early 2021 (full time equivalent)?

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c) What was the income of your organisation in the financial year that ended in 2019?

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d) What was the income of your organisation in the financial year that ended in 2020?

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d) What is the predicted income of your organisation in the financial year that ends in 2021? (approximately)

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e) In about 25 words, please summarise the main activity of your charity:

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1g. 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**  |  |
| **Name** |  |
| **Address** |  |
| **Postcode** |  |
| **Telephone** |  |
| **Email** |  |

How does this referee know you?

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**1h. We require some declarations about your charity’s approach to safeguarding. Please answer the following questions:**

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| 1. Are you confident that your organisation’s safeguarding policies and procedures are robust and fit for purpose?
 | *Please tick box* |
| **YES** | **NO** | **DON’T KNOW** |
| 1. To the best of your knowledge, has your organisation been under investigation by the Charity Commission or any other regulatory body in the past five years?
 | **YES** | **NO** | **DON’T KNOW** |
| 1. Has your organisation been ‘red flagged’ by the Charity Commission for any reason, ie late filling of accounts?
 | **YES** | **NO** | **DON’T KNOW** |
| 1. Please use the space below if: a) you wish to clarify any of your answers above, or b) you wish to declare any additional information that you feel the judges ought to be aware of at this stage, and which may affect their decision to give your charity an award.
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**Section 2: Your entry**

**2a. The purpose of this award is to recognise excellent work in responding to the coronavirus pandemic in 2020. This response might have been in the delivery of services, fundraising, governance, or something else. Please use this section to explain what impact the pandemic and lockdowns had, or were predicted to have, on your charity’s work, and what challenges your service users and/or your charity faced as a result (max 300 words).**

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**2b. Next, please use this section to explain how your charity changed its activities or operations in response to the impact or predicted impact you outlined in 2a. This might relate to delivery of services, fundraising, governance, or something else (max 500 words).**

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**2c. Describe the results of the actions outlined above. Be explicit and include numerical results where possible (such as the number of people directly helped by your initiative and the changes or outcomes they experienced.) If numerical results are not appropriate or not yet available, how have you measured the impact of the changes you made? (max 300 words).**

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**2d. What lessons, positive and negative, emerged from your experience? How will you put this knowledge to use on this and other initiatives and projects in the future? (max 300 words).**

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**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 considered unless your most recent accounts are available.**

**Section 3: 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 judging 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 Thursday 1 April 2021 by email to** **awards@civilsociety.co.uk** **or by post to The Charity Awards, Civil Society Media, 15 Prescott Place, London,**

**SW4 6BS.**

