

Heart of Salford Awards 2018

Guidance notes

Heart of Salford
2018

→ Choose your category

Please read through the descriptions of all the categories before deciding on your nominations.

→ Volunteer Categories

Your organisation can nominate **one** individual volunteer (across categories 1-5) plus **one** volunteering team.

1. Community Volunteer
2. Young Volunteer (under 25)
3. Trustee / Committee Member
4. Over 55 Volunteer
5. Personal Achievement Volunteer
6. Volunteering Team

→ Organisation Categories

You can nominate your organisation in **one** category (across categories 1-3). You can also nominate your organisation in either or both categories 4 and 5.

1. Small Community Group
2. Social Enterprise
3. Charity
4. Innovative Project
5. Equalities Award

→ How to complete your nominations

When thinking about what to include in your nominations, remember a few basics:

Why are you nominating them? A minimum of 200 words and a maximum of 500 words per nomination

→ Why do you think they deserve to win?

Tell us about the person / team / organisation you are nominating. How long have they been volunteering and how many people have they helped? Why does their volunteering really stand out? Who has benefitted from what they have done? Tell us everything you think is relevant. Remember we are looking for the 'Heart' of Salford so be sure your nominees have this.

→ What happens next?

- ♥ The closing date for all nominations is Friday **14th September 2018**.
- ♥ All nominators and their nominees will receive an invitation to the awards ceremony the week commencing **17th September 2018**.
- ♥ Nominators and nominees must both confirm their attendance by completing the booking form on the invitation, and returning no later than **Friday 5th October 2018**. Once you have confirmed your attendance, no further correspondence is required, thank you.
- ♥ There may be additional places for guests, subject to availability. There is a £15 charge per additional guest.
- ♥ Nominations will be shortlisted by an



Making a difference in Salford since 1973

Registered office: The Old Town Hall, 5 Irwell Place, Eccles, Salford M30 0FN

0161 787 7795 office@salfordcvs.co.uk www.salfordcvs.co.uk

Company Limited by Guarantee: 1948293 Registered Charity: 519361



independent panel of judges.

- ♥ All nominees will be invited to the stage to receive a certificate.
- ♥ Attendees at the ceremony will vote for the winners in each category.

→ **Photography consent**

Photographs will be taken throughout the awards and may be used for press releases and other promotional material. You must declare at the event if you do not wish to be included in photos.

All nominees and winners must consent to their photograph being taken and used for promotional purposes or nominate someone to collect their certificate/award on their behalf.

→ **Spirit of Salford Awards**

Salford CVS are working in partnership to celebrate the Spirit of Salford Awards in March 2019. The winner from the volunteer of the year award will automatically be invited to this city wide event to celebrate their achievement.

This means that the winner's contact details will also be shared with Salford City Council to enable invitations to be sent.

If you have any queries, please contact us:

T: 0161 787 7795

E: volunteer@salfordcvs.co.uk



Making a difference in Salford since 1973

Registered office: The Old Town Hall, 5 Irwell Place, Eccles, Salford M30 0FN

☎ 0161 787 7795 ✉ office@salfordcvs.co.uk 🌐 www.salfordcvs.co.uk

Company Limited by Guarantee: 1948293 Registered Charity: 519361

