

# Heart of Salford Guidance notes



## Eligibility

For organisation categories:

### The awards are open to organisations:

- ♥ Whose activities benefit local people
- ♥ Who are not-for-private-profit groups that operate in Salford

For volunteer category

### The awards are open to people who:

- ♥ Reside in the City of Salford
- ♥ Volunteer for an organisation that benefits the people of Salford
- ♥ Are not previous category winners

## Choose your categories

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

### Volunteering Categories

Your organisation can nominate one individual volunteer in category 1 or 2 plus one volunteering team.

1. **Volunteer of the Year**
2. **Young Volunteer of the Year (under 25)**
3. **Volunteering Team of the Year**

### Organisation Categories

You can nominate a VCSE\* group or organisation in one category.

1. **Community Group of the Year**  
(for organisations with under £100,000 turnover p.a.)

## 2. VCSE Organisation of the Year

(for organisations with over £100,000 turnover p.a.)

\*When we talk about the VCSE Sector we mean voluntary organisations, community groups, the community work of faith groups, and those social enterprises and community interest companies where there is a wider accountability to the public via a board of trustees or a membership and profits will be reinvested in their social purpose.

### How to complete your nominations

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

- ♥ Nominations will be shortlisted by an independent panel of judges.
- ♥ Everyone nominated will receive a certificate in the post.
- ♥ All shortlisted nominees will be invited to attend the ceremony and will be asked to come to the stage to receive a certificate.
- ♥ All shortlisted nominees will be asked to make a one minute film covering the category criteria. We can make this for you from zoom interviews and photos. Or you can make your own – we will send guidance.
- ♥ Attendees at the ceremony will vote for the winners in each category. The film will be shown.

### Photographic 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.

### Why are you nominating them?

A minimum of 250 words and a maximum of 750 words per nomination – in response to the three questions (250 max per question). Doesn't include the other standard details.

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 have they made a difference?
- ♥ 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.

**Please check with your nominee that they are happy to be nominated.**

## **What happens next?**

- ♥ The closing date for all nominations is **Friday 13th October 2023**.
- ♥ Only shortlisted nominees will be invited to attend the awards. The nominators of those shortlisted will also be invited.
- ♥ Invitations will be sent out week commencing 6th November 2023.
- ♥ The Awards take place on the afternoon of Thursday 14th December 2023 at Buile Hill Park Hall. Please save the date in case your nominee is shortlisted.
- ♥ Nominators and nominees must both confirm their attendance by completing the booking form on the invitation, no later than Friday 24th Nov 2023. Once you have confirmed your attendance, no further correspondence is required.
- ♥ There will be a place for shortlisted nominees and their nominator. For the Volunteering Team of the year award there will be 3 places allocated for representatives of the team plus their nominator.

## **How we use the information you give us**

We ask for the nominee and nominators contact information (email, phone number and postal address) so that we can contact you with any queries regarding your nomination and to invite you to the awards ceremony. Salford CVS will not share this contact information with anyone external to our organisation.

The nominees name and information provided under 'Judging details' will be shared with the panel of judges, including individuals who are external to our organisation.

## **If you have any queries, please contact us:**

T: 0161 787 7795

E: [volunteer@salfordcvs.co.uk](mailto:volunteer@salfordcvs.co.uk)