



# AWARDS CEREMONY

TO BE HELD ON  
WEDNESDAY 24 SEPTEMBER

Fife's large and diverse voluntary sector consists of more than 3,000 organisations, run and supported by tens of thousands of volunteers. Our work impacts on, and benefits, in some way, every person in every community of Fife. We believe that is worth celebrating.

Many organisations and volunteers are doing some truly exceptional work and fully deserve special recognition. We'd like you to join us in identifying those that are worthy of such praise and an award at our Awards Ceremony.

Our celebrations this year will be held at one of Fife's most iconic settings, the Old Course Hotel in St. Andrews. Those shortlisted for Awards will receive an invitation to the Ceremony, along with the person who nominated them.

Our event is attracting a lot of interest and a healthy amount of sponsorship this year. Partners are keen to join with us, and you, in celebrating our sector and the work we do. **The event can only be a success with your support – please nominate your volunteers and those organisations who you think deserve an award.**

The Awards Ceremony is reliant upon people making nominations – this form allows you to do just that. Please complete it to the best of your ability and contact us if you need assistance.

Completed nomination forms must be returned by **Friday 22 August 2014** to Fife Voluntary Action by e-mail: [info@fifevoluntaryaction.org.uk](mailto:info@fifevoluntaryaction.org.uk)

*We look forward to receiving your nominations.*

# NOMINATION CATEGORIES

Please select the award you are nominating the volunteer/organisation for by ticking one box only.

**If you wish to nominate more than one volunteer/organisation please use a separate nomination form for each.**

## VOLUNTEERING AWARDS

**Trustee/Board Member Award**

This category is open to any trustee, committee or board member in any third sector organisation operating in Fife. This award is for anyone who has carried out exceptional work whilst serving on the committee of an organisation.

**Volunteering into Work Award**

This category is for anyone who used volunteering as a stepping stone into employment. The individual may no longer be volunteering with you, but volunteering led to them taking up employment.

**Mature Volunteer Award**

This category is open to anyone over the age of 60 who makes a considerable difference to your organisation.

**Inspirational Volunteer Award**

This category is for anyone who, through volunteering, inspires others around them.

**Active Volunteer Award**

This category is open to any individual who has demonstrated outstanding contribution in a physically active role. This might include sport and outdoor activity projects.

**Young Volunteer Award**

This category is open to volunteers under the age of 25 who have shown reliability, commitment and enthusiasm for their role.

**New Volunteer Award**

This category is for any individual who has volunteered for less than a year with your organisation, but has already demonstrated exceptional commitment and service.

**Volunteer of the Year Award**

This category is open to any individual volunteer in Fife who you feel deserves the recognition of being crowned 'Volunteer of the Year'.

## ORGANISATION AWARDS

**Innovation Award**

This category is open to any organisation that has demonstrated an inventive and creative approach to delivering their service. They might be breaking new ground, adapting in response to demand or have altered their practices to better suit current circumstances.

**Socially Enterprising Award**

This category is open to any organisation that has demonstrated growth through income generation, leading to a more sustainable and healthy community presence. This category is not exclusively for social enterprise organisations, however they are welcome to nominate.

**New Organisation Award**

This category is open to any new organisation, group, project or department within the third sector that has opened its doors in the past 2 years and has demonstrated substantial impact on the local community, adding value to local economy or changed the lives of their service users/clients/community.

**Environmental Improvement Award**

This category is open to any organisation (not necessarily environmentally focussed) that has improved its ways of working for an environmental benefit. There might be: measurable reductions in carbon footprint, an improvement in recycling procedures or an innovative way to reuse resources.

**Reducing Health Inequalities Award**

This category is open to any organisation/department that actively promotes and practices reducing health inequalities in service users, members, staff, volunteers and/or the community in general.

**Active Organisation Award**

This category is open to any organisation, club or project that promotes, engages in or champions sport and/or physical activity. The club might have improved working practices, increased their revenue or updated their premises.

**Equality and Diversity Award**

This award is for an organisation which has worked hard to be more inclusive - for their staff, volunteers and/or service users. You do not have to be an equalities organisation for this award. Organisations that have done some inspiring or significant work to improve circumstances for just 1 of the 9 protected characteristics are just as eligible.

**Partnership Award**

This category is open to any third sector organisation that has worked successfully in partnership with another organisation(s) to deliver a service in Fife. The partnership can have taken any form, and can include private sector companies, but must have involved at least one third sector organisation.

**Organisation of the Year Award**

This is for any organisation demonstrating a significant impact on their local community. The organisation might have: a brilliant team of staff/volunteers, have displayed growth and sustainability or achieved exceptional results.

*continued overleaf*

**For assistance or more information please contact us on 08456 006 046**

**Long Service Award and Saltire Summit Award** nomination forms can be found on our website.

## NOMINATED PERSON/ORGANISATION

### IMPORTANT INFORMATION ABOUT AWARDS

The information you supply will be used on certificates/awards/medals. **Please ensure all names are spelt correctly, no abbreviations are used, and the correct titles are used throughout your application.**

Should the wrong information be supplied there may be a charge to have a replacement Award produced.

Please state the full name of the person/organisation being nominated (as they would like it to appear on any Award certificate).

### Contact Details

Please state the contact details of the person/organisation being nominated.

Nominee's Name

Organisation Name

Address

Postcode

Telephone Number

E-mail

Date of Birth

*only applicable if nominating for the 'Young Volunteer Award'*

## YOUR CONTACT DETAILS

Your Name

Organisation Name

Address

Postcode

Telephone Number

E-mail

Please provide below a brief description of your organisation. This may be read out on the night or displayed for all attendees to read (approx. 50 words)

Does the individual/organisation know that they've been nominated?

Yes

No

### Please Note

As spaces are limited, late nominations may not be considered.

At the Awards Ceremony, Long Service Awards volunteers will be called up by organisation name NOT by their own name.

*continued overleaf*

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## REASONS FOR NOMINATION

In **no more than 250 words**, please provide good evidence about why your nominee stands out. Try to make a clear and coherent case which can be appreciated by someone with no knowledge of the volunteer/organisation concerned.

The following are things to consider which will help judges to assess against their criteria:

- Has the volunteer been dependable and enthusiastic?
- Has the volunteer/organisation had a positive impact on their community/group/club, members or service users?
- Has the volunteer/organisation shown responsibility and taking their role/purpose seriously?
- Has the volunteer/organisation been particularly creative and/or innovative?
- Has their involvement gone beyond what would normally be expected of a volunteer/organisation?
- Has the volunteer overcome barriers to volunteering e.g. disability, family/work commitments?
- If the nomination is for the Active Volunteer Award, has this volunteer contributed significantly to your organisation without having a particularly sport-based background?

*Thank you for your nomination*

We will be in touch shortly to confirm whether your nomination has been shortlisted.

Please feel free to let other organisations/professionals in your network know about our Awards Ceremony.

**Nominations will be accepted from all voluntary and statutory organisations up to and including Friday 22 August.**

By submitting this form electronically you confirm that all information is correct at the time of submission.

