



Application Form



Association of
JerseyCharities

in partnership with



The Jersey Charity Awards 2019

About the Jersey Charity Awards

The Jersey Charity Awards highlight local excellence within the charitable sector, recognising and celebrating charities' recent achievements and best practice, thus raising the profile of charity and voluntary activity in Jersey.

Who are the awards open to?

Any charity based in Jersey may enter the awards, whether they operate within Jersey or overseas. The charity must be a registered charity or one pending registration.

Judging

The awards will be decided by an independent panel of judges, who will be looking for examples of excellence, together with ideas and leadership that will inspire and from which others can learn.

The awards are also to honour professionals and volunteers who manage charities, to recognise and promote best practice and to encourage continuing professional development.

Some examples of achievements could be:

- Innovative web site development, or a rebrand that's significantly improved your marketing reach and uptake of services
- Undertaking a change management process, or a restructuring of services that's allowed you to further develop and expand
- Development of your volunteering infrastructure programme
- Implementing a budgeting system or process, devising an annual operational budget or cost savings through the use of volunteers or 'gifts in kind'
- Outstanding leadership demonstrated by a volunteer, or staff member, possibly even during a period of adversity
- Development of your social media that has allowed you to reach a new target audience, increase donations and/or a different audience
- Production of your first or most outstanding annual report

The Jersey Charity Awards 2019

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Categories

There are three award categories:

- Outstanding Achievement, Large Charity 2019
- Outstanding Achievement, Medium Charity 2019
- Outstanding Achievement, Small Charity 2019

Applications will be categorised according to their relative size and taking account of total income, the number of employees and volunteers and total hours worked.

The winner of each category will receive £5,000 for their charity. Additionally, in each category the second place winner will receive £1,000 and the third place winner will receive £500.

The Awards' ceremony

Every charity that enters an award category will be invited to attend the awards' ceremony on Sunday 22 September 2019 at Government House. Each charity will be entitled to a limited number of complimentary places at the event. Spaces will be allocated once all entries have been received. The nominees and winners will be announced at the event. Guests should arrive at 1.30pm and the reception will commence at 2pm. Afternoon tea will be served along with entertainment.

Your application

Applications must be submitted by an official representative of the charity. Submissions are limited to one per charity.

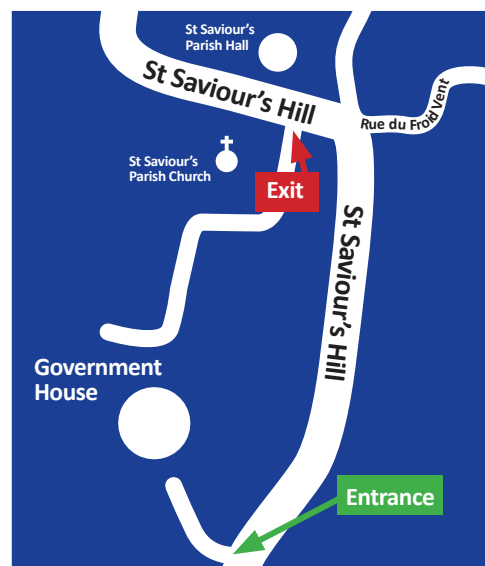
Please post your entry to:

The Judging Committee
Association of Jersey Charities
PO Box 356
St Helier
Jersey
JE4 9YZ

Closing date

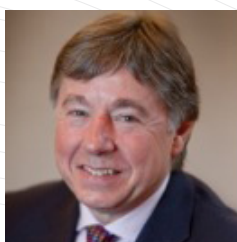
The closing date for submissions is Monday 8 July 2019.

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 information relating to shortlisted entries for publicity and educational purposes. The judges reserve the right to reallocate any entry to a different category. 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 Judges

The judges are an independent panel of experts who themselves have devoted many voluntary hours, expertise and commitment to the 'not for profit' sector. They will provide expert scrutiny to ensure the Jersey Charity Awards' winners have reached the necessary hallmarks and really deserve the accolade of an award.



Paul Routier MBE

Paul Routier was a States Member for 24 years during which time he held several senior positions including assistant chief minister, Social Security minister and chairman of Jersey Overseas Aid Commission. Paul had a particular focus on the links between the government and voluntary organisations along with responsibility for the Disability Strategy and Safeguarding policy. Paul's voluntary charitable work for people with learning disabilities was recognised when he earned a place on Her Majesty's Birthday Honours List in 2011 and made a Member of the Order of the British Empire.



Kevin Keen MBA FCCA FCMA CDir Consultant

Kevin was born and educated in Jersey, starting work in the local accounting profession when he was 16; he has gained more than 40 years' experience of working on the Island. Previous roles have included finance director of Le Riche Group, managing director of Jersey Dairy, chairman of Jersey Water, chief executive of Jersey Post, non-executive director of JT Group, advisor to the States of Jersey and interim chief executive of Durrell Wildlife Conservation Trust. Kevin is currently chief executive of the JSPCA, non-executive chairman of Visit Jersey, and a board member of Voisins Department Store Ltd, Le Gallais Real Estate Ltd, Sun Works CI Ltd and St John Ambulance. He is also a co-founder of a not for profit initiative called Leadership Jersey which promotes the importance of improving leadership.



Jane Galloway FRSA, MInstF, SRN Senior Consultant - Arlight Solutions Ltd (Consultancy and training services for charities)

Jane is a consultant and trainer in the not for profit sector and a senior lecturer at the University of Chichester, on the UK's first Charity Development Degree course. Having initially worked in both the private and commercial sectors, Jane started fundraising in 1988 for a museum. In 1994 she then worked for Macmillan on a capital appeal and in 1997 on a £3million appeal in London. Prior to setting up her own consultancy business, Jane was CEO of a national conservation charity and director of marketing, communications and fundraising for a large disability organisation. This breadth of professional experience has equipped Jane to assist a wide range of organisations with their ongoing training needs, board governance and strategic development. Since 2009 this has included working with the Association of Jersey Charities and most recently helping the Government of Jersey on raising awareness of the recently implemented (Jersey) Charities Law.



Liz Le Poidevin

Past chairman and long term executive committee member of the Association of Jersey Charities, with all that entails Liz is very familiar with the challenges faced by charities and what goes in to planning activities and projects. Prior to embarking on a career in finance, Liz attended the University of London, where she obtained a BA (Hons) degree and began work in Jersey's trust sector in 1977.

Award Application Form

Name of charity:

Address:

Telephone:

Facebook:

Website:

Twitter:

Instagram:

Charity aims and objectives (in fewer than 100 words):

Annual income:*

Annual expenditure:*

Reserves:*

* This information enables the judges to obtain a snapshot of your financial situation and the relative scale of the project you're showcasing. It will not affect the judging process.

Number of staff

Number of volunteers

Number of trustees

Number of hours worked

Number of hours worked

Charity Commission Registration Status

Approved

Pending

Contact name:

Contact email:

Position within charity:

Address:

Number of complimentary tickets required for the awards' ceremony:

Whilst every effort will be made to give you the exact number of tickets you require, this cannot be guaranteed due to possible space limitations. We will inform you of your ticket allocation prior to the event.

The information supplied in this form and accompanying material is true. I've read and agree to the terms of the Jersey Charity Awards.

Entry check list

1. This fully completed application form.
Applications limited to one per charity
2. Please email an image (photo or logo) that sums up your charity, project, volunteers, clients or work in action to be shown on a display screen at the awards' ceremony. Please email to lyn@jerseycharities.org clearly stating your charity name in the subject line. Images should be a JPEG approx 2Mb in size.
3. Closing date for entries is **5pm on Monday 8 July 2019.**

Please post all applications to:
**The Judging Committee,
The Association of Jersey Charities,
PO Box 356, St Helier, Jersey, JE4 9YZ**

Award Application Form

To complete this application please:

1. Download this form to your computer
2. Complete all the sections on pages 5-10, by typing in the boxes
3. Save the completed file
4. Print a hard copy and send it to the judging committee (address given on pg 3)

It's not compulsory to answer every section, but a fully completed application form will enable the judges to make a more informed decision. It's not necessary to supply any other additional information.

In no more than 200 typed words per section, please complete the following:

1. Describe the initiative(s) or project(s) for which your organisation deserves to be recognised.

2. What was the issue(s) you were seeking to address, or the area(s) you wanted to improve? How did you know there was a need for your initiative/project(s)? If appropriate, please include reference to any research available/that you undertook.

Continued overleaf →

Award Application Form

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3. How did you arrive at a plan to tackle the issue(s) and how did you record your plans and targets? Please include reference to financial plans as well as project plan and timeframe (if appropriate).

4. How did you manage your initiative/project? For example, was there an appointed project leader? What was the decision making process?

Continued overleaf →

Award Application Form

(continued)

5. What were the changes you made and how did you implement them?

6. How much did it cost and how did you calculate the costs? Did you stay within budget and if not, how did you manage any variances? What was your return on investment (ROI) like?

Continued overleaf →

Award Application Form

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7. Describe the results of the initiative/project, what lessons - positive and negative, emerged from your experience? How will you put this knowledge to use on other initiatives/projects?

8. Who benefitted from this initiative/project the most? Where there any incidental benefits (or disadvantages) that you weren't expecting?

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9. What difference would winning an award mean to your organisation?

10. Please tell us the name of anyone you think has made an outstanding contribution to your organisation and explain why (200 words max):