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# Application Form

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in partnership with



# The Jersey Charity Awards 2021

## About the Jersey Charity Awards

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

This year, we're hoping charities will pay particular attention to issues that have and are still affecting all of us, by demonstrating their response to managing and overcoming adversity, such as the Covid-19 pandemic, tackling climate change, championing health and wellbeing, and collaborating with other charities on these issues.

## Who are the awards open to?

Any registered charity based in Jersey may enter the awards, whether they operate within Jersey or overseas.

## 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 were established ten years ago and carry particular significance in this 50th anniversary year of the AJC. The awards are 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 website 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 or unprecedented change
- 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
- Undertaking an innovative campaign to raise awareness about an issue or boost fundraising efforts
- Putting a structure in place for upskilling a team

# The Jersey Charity Awards 2021

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## Categories

There are three award categories:

- Outstanding Achievement, Large Charity 2021
- Outstanding Achievement, Medium Charity 2021
- Outstanding Achievement, Small Charity 2021

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

With everything a little different at the moment, we have decided to change the format for the 2021 awards, to make sure everyone stays safe. Every charity that enters an award category will be invited to attend the virtual awards ceremony on Sunday 12 September 2021 starting at 2pm. Ahead of this, each charity will receive a delivered surprise to partake of while watching the ceremony. Nominees and winners will be announced on the day, and an online address will be provided. This year, we will also be marking the AJC's special 50th anniversary.

## 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

Or download and complete the application form and email it to [lyn@jerseycharities.org](mailto:lyn@jerseycharities.org)

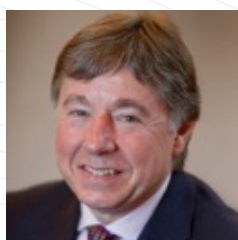
## Closing date

The closing date for submissions is Monday 31 May 2021.

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.



## **Charles Humpleby**

Charles, recently appointed as Chair of Trustees for the Jubilee Sailing Trust, has been a passionate supporter of the trusts' work for several years, serving as Committee Chair for JST's Jersey volunteer branch. His professional background is in the financial services industry, with experience spanning almost three decades, working most recently as Director of the Barclays Family Office in Jersey.



## **Jane Galloway FRSA, MInstF, SRN**

Jane is a consultant and trainer in the not for profit sector and a senior lecturer at the University of Chichester, delivering the UK's first Charity Development Degree course. Having initially worked in both the private and commercial sectors, Jane started her fundraising career in 1988 for an archaeological dig and museum. This was followed by working on a £1m appeal for Macmillan, and a £3million appeal for a University teaching hospital. 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 AJC and supporting charities in Jersey.



## **Liz Le Poidevin**

*Deputy Chairman, AJC*

Past chairman and long term executive committee member of the AJC, 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

☐

Contact name:

Contact email:

Position within charity:

Address:

Invitees will receive a surprise delivered to their home address for them to enjoy while watching the ceremony – please indicate here if the address is different to the above.

Please also indicate any dietary requirement:

☐ Vegetarian ☐ Vegan ☐ Gluten-free

## 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 the day of the awards' ceremony. Please email to [lyn@jerseycharities.org](mailto: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 31 May 2021.**

Downloaded completed forms can be emailed to [lyn@jerseycharities.org](mailto:lyn@jerseycharities.org) or can be posted 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 5-8, 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) or email to [lyn@jerseycharities.org](mailto:lyn@jerseycharities.org)

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 issues(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.

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# Award Application Form

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3. How did you arrive at a plan to tackle the issues(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 much did it cost and how did you calculate the costs? Did you stay within your expenditure budget and if not, how did you manage any variances? What was the target and your return on investment (ROI) like?

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

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