



COMMUNITY AWARDS 2024

RECOGNISING AND REWARDING THE BEST OF
THE BOROUGH'S COMMUNITY CHAMPIONS

GUIDANCE FOR COMMUNITY AWARDS 2024

Nomination forms can be completed and submitted online
at [armaghbanbridgecraigavon.gov.uk/communityawards](https://www.armaghbanbridgecraigavon.gov.uk/communityawards)



Northern Ireland
Executive
www.northernireland.gov.uk

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Armagh City
Banbridge
& Craigavon
Borough Council

COMMUNITY AWARDS 2024



GUIDANCE FOR NOMINATORS

Armagh City, Banbridge and Craigavon Borough Council's Community Awards 2024 aim to recognise groups and individuals who make a valuable contribution to community life.

These awards are designed to give you the opportunity to recognise and thank local people of outstanding merit for making a difference to the lives of others in our Council area.

Who is your unsung hero or heroine? What group or organisation do you think is so inspiring they deserve to be recognised with an award?

These outstanding groups and individuals can be from any walk of life and any part of the Council area. However, the one thing they must be is extraordinary.

Perhaps they are a local group who has improved facilities in your area, a tireless charity fundraiser, a young person who has made a big difference in the borough, a community activist who has taken risks to improve community relations. Groups and individuals who have gone that extra mile.

We want to hear about them now. It's free and easy to nominate. Simply fill in and submit an entry form right away.


The winners will be announced at a Gala Awards Ceremony on Friday 20 September 2024.

NOMINATIONS

Nominations must be received by **12 noon on Friday 12 July 2024** in order to be considered for the community awards 2024. All nominations received after that date will not be considered. The judge's decision is final and no correspondence will be entered into.

Please read the Criteria carefully before making an application. If you feel that the organisation or individual meets with the criteria then select the category that best applies to the group/individual you have in mind.

Please note, the judging panel may (at their discretion) change the category to the most appropriate i.e. that best fits the nomination. Judging will be a 2 Stage process – Stage 1 Eligibility Assessment and Stage 2 Assessment Scoring. Please complete your application as accurately and as fully as possible within the word limit available. The decision of the judging panel is final.

1. In the case of the "individual" category, self-nominations will not be accepted, nor will nominations from immediate family members.
 2. Nominators may submit a maximum of three nominations for a group/individual but cannot nominate more than one group/individual into any one category. Separate nomination forms must be completed for each group/individual.
 3. Nominees' voluntary work must be of benefit to the people and life of the Borough.
 4. All nominees must have undertaken the work for which they are being nominated in a **voluntary** capacity.
 5. All nominees are required to have a minimum of **two years** involvement in the activity for which they are being nominated. However, this is not a requirement for the categories under '**Youth Award**'. A minimum of one year's voluntary service is required for the 'Under 18 Youth Volunteer Award' category.
 6. Number of nominations received for a group and/or individual is not considered in the assessment process. This is an application process and all applications will be assessed as per criteria above.
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COMMUNITY AWARDS 2024

AWARDS CATEGORIES

CATEGORY	DESCRIPTION
1. Age Friendly Award	This award is for Groups which demonstrate how they are assisting in meeting the needs of older people, e.g. running an older persons club, lobbying for facilities, helping older people resolve local issues.
2. Youth Champion Award	This award is for Groups which demonstrate how they are assisting in meeting the needs of young people, e.g. running a youth club, lobbying for youth facilities, helping young people reach their full potential.
3. Innovation Award	This award is for Groups which demonstrate innovative and creative approaches to community based initiatives.
4. Equality and Good Relations Award	This award is for Groups displaying and encouraging Good Relations and/or Promoting Equality and Opportunity.
5. Health & Well Being Award	This award is for Groups working to promote Health & Wellbeing within the Council Region e.g. activities promoting good mental health, staying active, healthy eating, tackling poverty & social exclusion etc.
6. Community Eco Award	This award is for Groups working to improve the local environment and promote Sustainability.
7. Volunteer of the Year	This award is for an Individual who has displayed dedication to others and/or is making a difference to people's lives.
8. Lifetime Achiever Award	This award is for an Individual who has displayed high levels of Voluntary Achievement over a significant period of time (minimum 25 years).
9. Under 18 Youth Volunteer Award	This award is for a Young Person who has undertaken a high level of volunteering activity in their local community.
10. Community Safety Award	This award is for Groups and/or individuals which can demonstrate that they are making their community safer.
11. OpportUNITY Award	Groups which can showcase the action, enthusiasm, and commitment in their daily efforts to foster positive community relations and promote cultural diversity across the region.

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RETURN OF NOMINATIONS

Nominations can be made online at armaghbanbridgecraigavon.gov.uk/resident/community_awards/

If you are unable to submit an online nomination, you should contact one of the officers listed below. Hard copy applications **WILL NOT** be accepted unless you have obtained prior permission from one of these officers.

For more details on the community awards you can contact Sophie Lester or Diane Stinson.

✉ communityawards@armaghbanbridgecraigavon.gov.uk
☎ 0300 0300 900

Entries must be received by **12 noon on Friday 12 July 2024**, applications after this date **WILL NOT** be accepted.

ASSESSMENT PROCESS

Assessment will be carried out by Officers using a standard assessment process.


Criteria for submitting an application to any category are as follows:

STAGE 1 – ELIGIBILITY CHECK

All nominations will be checked against criteria at Appendix 1 – this is a Pass or Fail on 5 areas. All 5 areas must be a pass in order to proceed to Stage 2 (assessment). Nominee has not received a Council Community Award previously for the category which they are being entered into.

STAGE 2 – ASSESSMENT

Applications deemed eligible from Stage 1 will proceed to Stage 2 and will be scored against criteria specific to the Award Category they have been nominated to. Answers will be scored based on the scoring matrix provided in Appendix 2.



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APPENDIX 1

STAGE 1 – ELIGIBILITY CHECK

Name of Group/Individual:

Category:

CRITERIA	Eligible? (Tick or X or N/A)
In the case of the “individual” category, self-nominations will not be accepted, nor will nominations from immediate family members.	
Nominees’ voluntary work must be of benefit to the people and life of the Borough.	
All nominees must have undertaken the work for which they are being nominated in a voluntary capacity.	
All nominees are required to have a minimum of two years involvement in the activity for which they are being nominated. However this is not a requirement for the categories ‘Under 18 Youth Volunteer Award’. A minimum of one year’s voluntary service is required for the ‘Under 18 Youth Volunteer Award’ category.	
This is not open to sporting organisations/individuals as the Council organises a separate Sports Awards Evening.	

Eligible to proceed to stage 2?

Yes/No (delete as appropriate)

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APPENDIX 2

STAGE 2 - BASIC SCORING CRITERIA FOR RESPONSES

ASSESSMENT	SCORE
An excellent response which exceeds the requirements in a very comprehensive manner	5
A good response which meets the requirements in a comprehensive manner	4
A satisfactory response but concerns expressed by the judging panel on some aspects	3
Minimal / poor information or inappropriately provided	2
The applicant failed to address the question	1