



Chartered Institute  
of Fundraising Scotland  
Institiud Tional-airgid  
Clàraichte na h-Alba

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## AWARD NOMINATION TERMS & CONDITIONS

**Best Individual Giving Campaign** (including legacies)  
**Best Marketing & Communications Campaign**  
**Best Partner Relationship** (Corporate, Trust or Major Donor)  
**Best use of Event or Community Fundraising Initiative**  
**Voluntary Fundraising Group of the Year**

- You may enter under multiple categories where appropriate.
- All fields are mandatory (with the exception of those otherwise stated); the judging panel will not consider nomination forms with blank spaces.
- All entry forms must be received by 5pm on Friday 1<sup>st</sup> April 2022. Late entries will not be accepted and deadline extensions will not be granted under any circumstances.
- Each submission within a form must have an example with an initiative or activity which has taken place within the last 30 months
- Entries are open to all charities working within the UK. All campaigns must have been carried out in the UK.
- Third parties may enter on behalf of a charity or fundraising individual, but permission must have been sought from the nominated party.
- Submissions exceeding the word limit per entry question will not be accepted.
- By entering, you agree to the publication of any information or data included in the entry by the event organisers. By submitting this entry, it is accepted that all data is accurate and that you have sought permission for the information to be made public.
- Information submitted must be truthful and accurate at the time and date you enter.
- You must inform us immediately if you realise that you have submitted incorrect information.
- The judges reserve the right to re-allocate entries that (in their view) are entered in an incorrect category.
- Entries will only be judged on the basis of the information provided in the submitted material. It cannot be assumed that the judges have prior knowledge of the submitted work or campaign and external sources e.g. websites will not be accessed as part of the judging process.

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- The judges' decision is final and no feedback will be given on unsuccessful entries.
- Unfortunately, we cannot take responsibility for entries that are lost, delayed, misdirected or incomplete, or those entries that cannot be delivered or entered for any technical or other reason.
- Winning entries will be those in which, in the opinion and sole discretion of the panel of judges, meet the judging criteria. We have a large pool of varied professionals within the judging panel to avoid bias. Any judge with any personal interest, or in any way related to a category, will not be able to cast a vote for that category.
- Winners will be announced at the Awards Ceremony. There will be no prior disclosure. Shortlisted winners will be notified in advance. Winners who are not present at the Awards Ceremony will be contacted to arrange collection / delivery of their award after the event.
- If the Awards Ceremony is abandoned, cancelled or suspended in whole or in part by reason of fire, war, national emergency, labour dispute, strike, lockout, civil disturbance, inevitable accident, the non-availability of the venue premises, or any other cause, not within the organisers control, the organisers shall be under no obligation to compensate participants in any way with associated costs (e.g. hotel accommodation, pre-paid travel expenses etc.). The organisers reserve the right to change the venue and/or timing of the event or the format at any time.

## Entry Guidelines and Eligibility

### **Best Individual Giving Campaign (including legacies)**

Any Individual Giving Campaign (including legacies) delivered by a charity, which has positive results for now and in the future. Nominations should be made by a representative of the charity, who was either personally involved in the campaign delivery, or is a senior member of staff of the team / individual who delivered the campaign.

### **Best Marketing & Communications Campaign**

Any Marketing and Communications Campaign delivered by a charity, which has used a full spectrum of direct marketing channels (including digital media). Nominations should be made by a representative of the charity, who was either personally involved in the campaign delivery, or is a senior member of staff of the team/individual who delivered the campaign.

### **Best Partner Relationship (Corporate, Trusts or Major Donor)**

Any Corporate, Trust or Major Donor partnership that has delivered positive results for now and in the future. Nominations should be made by a representative of the charity, who was either personally involved in the partnership, or is a senior member of staff of the team/individual who managed the partnership.

### **Best use of Event or Community Fundraising Initiative**

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Any Event or Community Fundraising initiative that has delivered positive results for now and in the future. Nominations should be made by a representative of the charity, who was either personally involved in the initiative, or is a senior member of staff of the team/individual who managed/delivered the initiative.

### **Voluntary Fundraising Group of the Year**

Any group of volunteers who by their efforts have enhanced the fundraising capacity and results of a charity. A volunteer is defined as someone who has worked for a charity without remuneration, or whose remuneration is so insignificant in the context of the time they have spent working for the charity that it is considered inconsequential.

Nominations should be made either by the charity for whom the volunteer group has worked, by fellow volunteers at the charity, or some other person connected with the charity. They cannot be made by the nominees.

- Nominations are likely to include some or all of the following information:
- The background or story in respect of the nominee's work for the charity
- The nature and extent of the fundraising undertaken
- The significance and difference this fundraising has made to the organisation or a particular service or community
- Ways in which this contribution has already been recognised by any other body or agency
- The length of time the voluntary group have been involved with the organisation
- Ways in which the voluntary group have been an inspiration to others

## **AWARD NOMINATION TERMS & CONDITIONS**

**Fundraiser of the Year**

**Fundraising Excellent Award**

**Volunteer Fundraiser of the Year**

- You may enter under multiple categories where appropriate.
- All fields are mandatory (with the exception of those otherwise stated); the judging panel will not consider nomination forms with blank spaces.
- Each submission within a form must have an example whereby the initiative or activity should have taken place within the last 30 months
- All entry forms must be received by 5pm on Friday 1<sup>st</sup> April 2022
- No entries will be accepted after this date.

## **Entry Guidelines and Eligibility**

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### Fundraiser of the Year Award

Your submission will be judged by a panel, who will shortlist those which they feel stand out and someone will be in touch with those shortlisted, to organise for a full nomination to be completed.

Nominations may be made by anyone except the nominee. They are most likely to be made by their Manager, Head/Director of Fundraising, Chief Executive, a Trustee or a person of equivalent status in the charity for whom the nominee works.

Initially, we ask that you submit a 150 word summary of the reasons you feel the fundraiser should be nominated, explaining the context and background to the individual's nomination, and will include some or all of the following information:

- Demonstration of excellence and significant results in fundraising
- Demonstration of a significant increase in the charity's fundraising performance in the last 30 months
- Ability to develop good teamwork
- A record of engaging supporters /donors

### Fundraising Excellence Award

Your submission will be judged by a panel, who will shortlist those which they feel stand out and someone will be in touch with those shortlisted, to organise for a full nomination to be completed.

Nominations should be made by the Manager, Head of Fundraising, Chief Executive, Trustee or person of equivalent status, in the charity for whom the nominee works, or has recently worked. Applications cannot be made by the nominee.

Initially, we ask that you submit a 150 word summary of the reasons you feel the fundraiser should be nominated, explaining the context and background to the individual's nomination, and will include some or all of the following information:

- Demonstration of consistent excellence and significant results in fundraising
- Demonstration of a significant increase in the charity's fundraising performance over a period of time
- Demonstration of leadership which may be by virtue of position or example
- Ability to develop good teamwork
- Ability to develop the targets of others
- A record of engaging supporters/donors
- Demonstration of their contribution to the development of the sector
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### Judging Process

- A co-ordinator will receive all applications. Copies of the applications will be shared with members of the judging panel.

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- The panel will decide which applications will be shortlisted. The panel's decision is final.
- A co-ordinator will contact all applicants by email confirming the outcome of their application and where a nomination has been shortlisted, outlining the next steps.
- Successful nominations for The Fundraising Excellence Award, Fundraiser of the Year Award and Volunteer Fundraiser of the Year Award may be required to participate in an informal interview with a panel member and may be required to submit a short video that will be played on the awards evening.

### Volunteer Fundraiser of the Year

Any volunteer who by their efforts have enhanced the fundraising capacity and results of a charity. A volunteer is defined as someone who has worked for a charity without remuneration, or whose remuneration is so insignificant in the context of the time they have spent working for the charity that it is considered inconsequential.

Nominations should be made either by the charity for whom the volunteer has worked, by fellow volunteers at the charity, or some other person connected with the charity. They cannot be made by nominee.

Nominations are likely to include some or all of the following information:

- The background or story in respect of the nominee's work for the charity
- The nature and extent of the fundraising undertaken
- The significance and difference this fundraising has made to the organisation or a particular service or community
- Ways in which this contribution has already been recognised by any other body or agency
- The length of time the volunteer has been involved with the organisation
- Ways in which the volunteer has been an inspiration to others

### Judging Process

A co-ordinator will receive all applications. Copies of the applications will be shared with members of the judging panel.

The panel will decide which applications will be shortlisted. The panel's decision is final.

A co-ordinator will contact all applicants by email confirming the outcome of their application and where a nomination has been shortlisted, outlining the next steps.

Successful nominations for the Fundraiser of the Year Award, Fundraising Excellence Award and Volunteer Fundraiser of the Year Award may be required to participate in an informal interview with a panel member and may be required to submit a short video that will be played on the awards evening.

### Code of Behaviour

All participants must share the Chartered Institute's ambition to create a culture where everyone is not just safe, but able to truly thrive. Participants must read carefully and understand the [Code](#)

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[of Behaviour for Training and Events](#). Participants hereby agree to abide by its requirements and commit to upholding the standards of conduct required.

**Scottish Fundraising Conference Support Team**

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