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

## NOMINATION FORM

### Best use of Event or Community Fundraising

#### Best use of Event or Community Fundraising

For the campaign which demonstrates the best use of an event or community fundraising initiative. The initiative should have taken place in the last 12-18 months.

#### Submitting your nomination:

- You may enter under multiple categories where appropriate.
- All fields are mandatory; the judging panel will not consider nomination forms with blank spaces.
- All entry forms must be received by 5.00pm on Tuesday 30<sup>th</sup> November via the awards nomination website at <https://yve.eventsair.com/ciof/awards>
- No entries will be accepted after this date.

#### Your details (nominator):

Name	
Job title	
Organisation	
Address	
Telephone	
Email	
Twitter (not mandatory)	@

#### Nominee details:

1. Name of Charity
2. Name of Event / Community Fundraising Initiative
3. Objectives  
List the objectives of the event / community fundraising initiative and how it was carried out. Who were the target audiences and how were they reached?  
(Max 300 words)
4. Forecasting  
How was success intended to be measured? What was the projected income, Net & Gross and ROI?



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*(Max 200 words)*

**5. Results**

What were your actual results? If they were different from projections, please elaborate.

*(Max 200 words)*

**6. Understanding**

What non-financial results were accrued to the charity? For example, did it result in greater public understanding of the role of the charity, or enable the charity to improve / undertake more of its work?

*(Max 300 words)*

**7. Innovation**

To what extent was this event / community fundraising initiative innovative and ground breaking for the charity? What, if anything, will you do differently in future as a result of this?

*(Max 100 words)*

**8. Support**

What support was given by those outside the immediate fundraising function? Please include Chief Executive and board / trustee involvement.

*(Max 200 words)*

**9. Volunteers**

How many, if any, volunteers were involved with the event? How were the volunteers recruited?

*(Max 100 words)*

**10. Submission summary**

Please provide us with a summary of your submission; including the key details of your nomination. If shortlisted, this information will be used on the Chartered Institute of Fundraising Scottish Conference website and awards brochure. Please note that your summary may be revised for editorial purposes.

*(Max 150 words)*



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#### 11. Supporting image

Please attach a few images, including logo(s) if appropriate, to illustrate your nomination. These will be used on our website and printed materials should your nomination be shortlisted.

The files should be in JPG, BMP or PNG formats, big enough to use in printed material, but not greater than 2MB in size. The image files should be titled with the name of your organisation plus the name of the relevant award category i.e. Best Use of Community and Events.

### 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 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 will be required to submit a short video that will be played on the awards evening.

### Privacy Notice

The Chartered Institute of Fundraising of Charter House, 13-15 Carteret Street, London SW1H 9DJ is the Controller.

The information you provide in this form will be used by the Chartered Institute of Fundraising Scotland to administer the nomination process.

All received forms will be accessed by a single co-ordinator and will be kept in a secure, restricted access environment. A judging panel will have access to completed forms for the selection process only.

All copies of the application forms will be securely destroyed within 1 month following the Awards ceremony.

Some of the data you supply will be made public if your nomination is shortlisted. This includes names, job titles, companies and photographs where this is relevant to the Award category. This information will be published via our website and in media articles.

For further information on how your information is used, how we maintain the security of your information and your rights of access to information we hold about you, please see our privacy policy.



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