

## **Guidance Notes**

[www.goodrelationsawards.com](http://www.goodrelationsawards.com)

### **Aim of the Good Relations Awards**

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- Widen the scope, impact and profile of good relations work across the region.
- Engage new people and groups
- Connect with existing and new sectors
- Engage with existing and new partners and stakeholders
- Share good relations best practice
- Share good news stories

### **How Nomination Works**

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#### **Gather information**

Visit the Nominate page and read the full description of each award.

Decide which Award category is best for the work you are considering making a nomination for.

If you think the work fits, the same nominations can be made under different categories. This might be one or more people nominated under several awards, a group that suits two awards or all of these.

Organisations or an individual can be nominated for the Youth Award.

The Connected Community Award focuses on a group or organisation.

Other Awards focus on an individual, but there may be a case for a joint nomination for two people who have worked very closely in achieving their goals.

Check with the person/organisation that they are content to be nominated and have their details submitted.

Gather together your information. Consider what kind of evidence you might have in photos, testimonials, etc. which could be added as additional material. This will need to be stored in one PDF as below.

#### **Complete the form**

Click on the nominate line in the appropriate category. This will take you to the relevant nomination form. Double check that you are in the nomination form you expected.

Provide contact details for yourself and your nominee. The nomination form will not submit without these sections being completed.

Provide as much information on your nominee as possible and then provide a short executive summary of your points at the very end of the form. Make sure you emphasise how the work of the nominee addresses peace building and/or Good Relations.

All organisations engaged in good relations work across the region can enter the awards. This includes the community & voluntary sector, councils, charities, social enterprises, and the public and

private sector. Entries should demonstrate the tangible impact, the nominee(s) or project has had on Good Relations and on the [T:BUC Strategy](#) key priorities of:

- Our children and young people;
- Our shared community;
- Our safe community; and
- Our cultural expression.

**Each section must be completed. An incomplete nomination cannot be submitted**

You can provide backup information and photographs as one PDF of maximum file size 3 Mb.

You can save the nomination form as you go along as long as you have not clicked Submit.

**Ensure your submission has gone through**

Make sure your nomination form has been submitted by clicking on the Submit button, at which point the system will provide an acknowledgment. If you do not receive an acknowledgement go back up the form and check for comments in red, telling you areas are incomplete.

**Facts to consider within the nomination form**

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- Each question carries an equal weighting, there are four questions asked for each category, a response should be provided for each.
- Each scored question has a maximum input of 250 words with the Executive Summary being 200 words.
- The Executive Summary is not part of the scoring but is compulsory. This wording will be used as a basis for the awards website, press releases, etc.
- Submissions will be marked by an assessment panel using a standard scoring template and matrix.
- Individuals who are directly representing the assessment panel in the Good Relations Awards assessment cannot apply or nominate to the Awards.
- The awards panel decision is final.
- The awards panel will be looking for clear evidence that your submission meets the criteria set out in this guidance.
- They will also take into account any benchmarks of achievement.
- Winners will be announced at a special awards event in Spring 2024.
- If you have any further queries or need support with a nomination please contact [info@nicrc.org.uk](mailto:info@nicrc.org.uk)
- Individual nominations can be current and can also cover several years, especially where long service is recognised.
- Project/Group nominations must be current; they cannot have ended before March 2021.

**Things to remember**

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- All nominations must be received by 19 December 2023.
- All nominations must be made on a nomination form unless exception has been agreed with NICRC. A hard copy of the form is available if needed by contacting NICRC but must still be submitted by 19 December 2023.

- All questions and the Executive Summary must be completed or the nomination will not submit.
- Please ensure all contact information is complete or the nomination will not submit.
- You must accept the Privacy Policy or the nomination will not submit.
- Nominators can save and return to the nomination form up until it is submitted. After submission no further changes can be made. If you submit in error please contact NICRC. All final nominations must be received within the deadline.
- Additional material can be provided, but this must be placed within a single PDF of no more than 4 pages at a maximum file size of 3 Mb. This document can contain photos and videos, input from partners and or service users, evaluation comments, news reports, etc, but must remain within the 3Mb file size.
  - Photos may be saved at a lower resolution to take up less file space when inserted in this document.
  - Videos may be linked to the document.
  - You may wish to create the document in something like Word and then change to PDF under the save command (file type). We suggest you check in advance that your software can handle this, in case you need to send the file to someone else to do this for you.
- You can nominate a person or group in more than one category if it applies. If the same wording is appropriate it is acceptable to cut and paste the information between forms.