



Heart of Salford

Guidance notes

Eligibility

For organisation categories:

The awards are open to organisations:

- ♥ Whose activities benefit local people
- ♥ Who are not-for-private-profit groups that operate in Salford

For volunteering categories:

The awards are open to people who:

- ♥ Reside in the City of Salford
- ♥ Volunteer for an organisation that benefits the people of Salford
- ♥ Are not previous category winners



**Heart of
Salford**

Choose your categories:

Please read through the descriptions of all the categories before deciding on your nominations.

Volunteering categories:

Volunteer of the Year Award - This award recognises the dedication and contribution a volunteer has made to the community in Salford.

Young Volunteer of the Year Award (under 25) - This award is open to young volunteers who have made a positive difference to the lives of others through volunteering.

Volunteering Team of the Year Award - This award recognises the combined contribution of a volunteer team and the positive impact they have made to their organisation and the community of Salford.

Community Champion of the Year - This award recognises the difference a Community Champion makes to a cause or community in Salford. A Community Champion is someone who takes action to address challenges and respond to needs in their community or neighbourhood. Their volunteering is self-organised (not on behalf of an organisation). Examples of what a Community Champion may do include: fundraising for a particular cause, improving their local area by doing litter picks, organising neighbourhood watch schemes, promoting health and wellbeing messages through their existing networks.

Volunteer Coordinator of the Year - This award recognises the commitment and contribution of Volunteer Coordinators and the difference they make to their volunteers and the wider Salford community. This category is open to both paid staff and volunteers who manage volunteers as part of their role.

Organisation categories:

You can nominate a VCSE* group or organisation in one category.

VCSE Organisation of the Year (large) - Open to larger VCSE organisations with a turnover of over £100,000 who are making a real difference in their local area.

VCSE Organisation of the Year (small) - Open to smaller VCSE organisations with turnover of under £100,000 who are making a real difference in their local area.

*When we talk about the VCSE Sector we mean voluntary organisations, community groups, the community work of faith groups, and those social enterprises and community interest companies where there is a wider accountability to the public via a board of trustees or a membership and profits will be reinvested in their social purpose.

How to complete your nominations:

When thinking about what to include in your nominations, remember a few basics:

- Nominations will be shortlisted by an **independent panel of judges**
- Provide **full contact info** as requested for you and your nominee
- Everyone nominated will receive a **certificate** in the post
- All **shortlisted nominees will be invited to attend the ceremony** and will be asked to come to the stage to receive a certificate
- We will make a **short one-minute film of each shortlisted nominee**. We will make this for you from short interviews on zoom or face to face, and photos.
- **Attendees at the ceremony will vote** for the winners in each category. The film will be shown.

Photographic and film consent

Photographs will be taken throughout the awards and may be used for press releases and other promotional material. You must declare at the event if you do not wish to be included in photos. Shortlisted nominees will have a short, one-minute film - please make sure any photos we are sent to add to the films have consent to be used on our website and YouTube channel.



Why are you nominating them?

Please write 200 words for each question, as stated in the application form. This text will be used in the judging pack and also in the brochure if shortlisted.

Why do you think they deserve to win?

Tell us about the person/team/organisation you are nominating.

- How long have they been volunteering and how have they made a difference?
- Why does their volunteering really stand out?
- Who has benefitted from what they have done?

Tell us everything you think is relevant. Remember we are looking for the **'Heart' of Salford** so be sure your nominees have this.

What happens next?

- The closing date for all nominations is **Friday 21st March 2025**.
- Only shortlisted nominees will be invited to attend the awards. The nominators of those shortlisted will also be invited.
- Invitations will be sent out week commencing **21st April 2025**.
- The Awards take place on the afternoon of **Tuesday 3rd June 2025** at Buile Hill Park Hall. Please save the date in case your nominee is shortlisted.
- Nominators and nominees must both confirm their attendance by completing the booking form on the invitation, no later than Friday 9th May 2025. Once you have confirmed your attendance, no further correspondence is required.
- There will be a place for shortlisted nominees and their nominator. For the Volunteering Team of the Year award there will be three places allocated for representatives of the team plus their nominator.

How we use the information you give us

We ask for the nominee and nominators contact information (email, phone number and postal address) so that we can contact you with any queries regarding your nomination and to invite you to the awards ceremony. Salford CVS will not share this contact information with anyone external to our organisation.

The nominees name and information provided under 'Judging details' will be shared with the panel of judges, including individuals who are external to our organisation.

If you have any queries, please contact us:

T: 0161 787 7795

E: volunteer@salfordcvs.co.uk