**Age- friendly Belfast**

**Older Volunteer Awards 2018**

**Guidance notes**

Please read these notes before completing the nomination form.

The annual Age-friendly Belfast Older Volunteer Awards celebrate the considerable impact made by volunteers aged 60 and over to communities, neighbourhoods and people across the city.

The Awards are an opportunity to recognise inspirational volunteers across groups, organisations and communities, and promote the difference their volunteering makes.

Who is eligible for nomination?

* Anyone aged 60 or over at the close of the nomination period

(19 October 2018); and

* Whose contribution of time fits with the NI Volunteering Strategy definition of volunteering

“the commitment of time and energy, for the benefit of society and the community, the environment, or individuals outside (or in addition to) one’s immediate family. It is unpaid and undertaken freely and by choice’.[[1]](#footnote-1)

Nominees should be volunteering within the Belfast City Council electoral area.

Please note: we are unable to accept nominations for volunteers who are also employees of the organisation nominating them.

Who can nominate?

We accept nominations from members of the public as well as groups and organisations.

Award categories

We are recognising volunteers under five categories:

1. **The Older Volunteer of the Year Award**: this award recognises an individual volunteer who you feel has made a real difference to the work you do over the last year, October 2017 to September 2018. Examples of this may include

* A volunteer who has introduced a new way of doing things and so improved the service delivery.
* A volunteer who has inspired or brought new enthusiasm to existing volunteers and/or staff.

1. **Marie Mathews Participation Award**: this award aims to recognise a volunteer who embodies the true spirit of volunteering. Examples of this may include

* A volunteer who participates across a number of different volunteer roles or for a number of different groups and organisations
* A volunteer whose contribution actively encourages others to get involved. This can be other volunteers or new service users.
* A volunteer whose length of service deserves to be recognised.

1. **Making a Difference Award**: this award aims to recognise a volunteer whose contribution has made a significant impact whether to the work of an organisation or to a local community. This includes volunteers who contribute to projects involving

* arts and culture
* health & well-being
* environmental improvement
* community development
* any other charitable activity with a benefit to the community or individuals within it.

1. **Good Neighbour Award:** this award recognises someone, not necessarily connected with a group or organisation, who makes a difference to others in the neighbourhood or area, improving the quality of people’s lives. Someone who gets the title ‘unsung hero’ because of the things they do, big or small to make life better for people beyond their own immediate family.
2. **Group or team:** this category celebrates 2 or more volunteers who are involved in the same project, programme or service within an organisation. Examples here might be

* A group of volunteers working in the same charity shop
* A team of volunteers who lead on fund raising for a group
* A group of volunteers who do information talks on behalf of your organisation.
* A group of volunteers engaged in an intergenerational project

All members of the team you are nominating should be 60 or over by 19 October 2018.

**Completing the nomination form**

1. Please read the application form before beginning to answer the questions. This will give you the opportunity to see what information we’re looking for.
2. If you wish to nominate your volunteer or group of volunteers in more than one category please complete additional nomination forms.
3. If you are nominating a group or team of volunteers please include a list of all the volunteers’ names and contact addresses as we invite all those nominated to the presentation event.
4. Please make sure that you spell your nominees’ names correctly. Each eligible nominee or team will receive a certificate to recognise the nomination.
5. Please be aware there are separate sections to complete depending on whether you are nominating an individual or a team/group.
6. Read each relevant question carefully and answer it as fully as possible**.** The award panel can only make a decision based on the information you provide on the nomination form. We will not accept any additional information.
7. Please give specific, factual examples to show why this volunteer or team of volunteers should win the category they are nominated in.
8. Remember you know your volunteer/s best. Please remember what you write needs to be appreciated by someone with no knowledge of your group, community or the volunteer /s so make sure you tell us why you think this individual or team is a worthy winner.
9. We are asking for a photograph of your nominated volunteer or team so we can include this in the presentation event. You can include a hard copy photograph with the nomination or can email a photograph to volunteering @belfastcity.gov.uk.

What happens once the nomination form is submitted?

Once you’ve submitted your nomination form you will receive a confirmation letter.

Following the close of the nomination period all the eligible nominations received will be considered by the awards panel. One overall winner will be chosen in each category.

The awards presentation event will take place in Belfast City Hall on Wednesday 5 December 2018.

Closing date for nominations

The deadline for nomination forms is 4.30 pm on Friday 19 October 2018. You can submit your nominations by e mail, post or by hand. Please ensure you request a delivery receipt if submitting your nomination by e mail or telephone to confirm it has been received.

Late nominations WILL NOT be accepted.

Please note:

1. Nominees agree to allow information contained in the nomination form to be used for publicity purposes.
2. The decisions made by Belfast City Council’s Age-friendly Older Volunteer Awards Panel are final. No correspondence will be entered into in respect of the decisions made.

For further information

If you have any queries or need additional information please contact:

Tracy Mawhinney

Community Services

Belfast City Council

Cecil Ward Building

4-10 Linenhall Street

Belfast

BT2 8BP

**Telephone**: 9032 0202 ext 3775

**Email**  : [mawhinneyt@belfastcity.gov.uk](mailto:mawhinneyt@belfastcity.gov.uk)

1. Join In, Get Involved: Build a Better Future. The Volunteering Strategy and Action Plan for Northern Ireland”, Department for Social Development, March 2012 [↑](#footnote-ref-1)