



**Belfast
City Council**

Age- friendly Belfast Older Volunteer Awards 2017

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 the work of organisations and groups across the city.

This is an opportunity for organisations to recognise their inspirational volunteers, and promote the difference their work makes.

Who is eligible for nomination?

- Any volunteer who is aged 60 or over at the close of the nomination period (20 October 2017); and
- Who is formally volunteering i.e. providing unpaid voluntary work with or for a group or organisation, within the Belfast City Council area.

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.

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

Who can nominate?

Nominations must be from a group or organisation the nominee currently volunteers with. The group or organisation should be formally constituted.

The nominating group or organisation should provide services within the Belfast City Council area and should involve volunteers in its work.



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Award categories

We're 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 2016 to September 2017. 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.
- 2. 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.
- 3. Take 5 Active Ageing Award:** this award aims to recognise a volunteer who is involved in a project which improves physical, mental or emotional health. For example
 - ✓ A volunteer who delivers a physical health project such as dander ball or a walking project.
 - ✓ A volunteer involved in a project to reduce social isolation and increase social opportunities for those at risk of isolation
 - ✓ A volunteer who is involved in a project to improve mental well-being.



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4. **Arts and Culture:** this award recognises a volunteer who makes a difference through the arts, culture or creative projects. Examples of this may include
 - ✓ A volunteer who is involved in making the arts and culture more accessible to people
 - ✓ A volunteer who is involved in a community festival or community arts project.
 - ✓ A volunteer who passes on their knowledge and skills in the area of arts and crafts.

5. **Team or group:** 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 projectAll members of the team you're nominating should be 60 or over by 20 October 2017.

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. Please make sure that you spell your nominees' names correctly. Each eligible nominee or team will receive a certificate to recognise their nomination.
4. Please be aware there are separate sections to be completed depending on whether you are nominating an individual or a team/group.



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5. 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.
6. Please give specific factual examples to show why this volunteer or team of volunteers should win in the category you are nominating them for.
7. Remember you know your volunteer/s best. Please remember what you write needs to be appreciated by someone with no knowledge of your group or the volunteer /s so make sure you tell us why you think this individual or team is a worthy winner.
8. 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](mailto: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 Tuesday 12 December 2017.

Closing date for nominations

The deadline for nomination forms is **4.30 pm on Friday 20 October 2017**. 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.



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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:

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