# **A picture containing chart  Description automatically generatedRoscommon Volunteer Awards 2021**

## **Guidelines for Nominating a Community Organisation**

## Overview

Roscommon Volunteer Awards is held in recognition of the volunteers and voluntary groups that generously give their time and energy in making Roscommon a vibrant and thriving county. There are seven award categories in this year’s Roscommon Volunteer Awards. Three of these categories are for exceptional community organisations. The remaining four categories are awards that will go to outstanding volunteers. The information provided below are for individuals interested in nominating a community organisation.

A community organisation may be nominated under the following three categories:

1. Community Involvement Sports Club of the Year
2. COVID-19 Community Response Award
3. Social Inclusion Community Initiative

## Category Details

**Community Involvement Sports Club of the Year**

This category recognises the actions of a sports club that has, through their work with the broader community, inspired positive change for those within and outside of the club. The club may have encouraging people to be physically, mentally and emotionally fit. They may have created opportunities for people to learn new skills, increase their confidence and make friends. Or, they may have undertaken activities to respond to the needs of their community to make it stronger, more robust and an overall better place to live.

**COVID-19 Community Response Award**: This award celebrates the initiatives undertaken by a community organisation who really stepped up to the mark to support the wellbeing and safety of individuals and their community during COVID-19. Organisations in this category may have delivered services in an innovative way, may have responded rapidly and demonstrated their efficiency in delivering a coordinated response, or may have helped create solutions that helped our community build resilience during the pandemic.

**Social Inclusion Community Initiative**:

This category celebrates the actions taken by a community organisation to involve socially marginalised people in their work. Organisations in this category may have created opportunities for participation, undertaken an awareness raising campaign, or may have taken actions to remove barriers, bias or discrimination to ultimately create a more inclusive and cohesive Roscommon.


## Rules for Nominating a Community Organisation (including Sports Club)

1. A staff member, volunteer, board member or service user can nominate a community organisations for any of the above awards.
2. The community organisation needs to be a registered charity, non-profit organisation, or community group with an oversight body.
3. The community organisation needs to operate within County Roscommon.
4. Community organisations can be nominated for multiple categories (e.g., COVID-19 Community Response Award *and* Community Involvement Sports Club of the Year).
5. A community organisation previously nominated in the past may be nominated again this year.
6. Multiple people can nominate a community organisation for a category (i.e., several individuals can submit a nomination for an organisation so long as each submission is unique).
7. Only nominations that have been received in full will be considered.
8. Only nominations that have been received before the closing date will be considered.
9. A community organisation does not need to be registered on I-VOL (the national volunteering database) to be nominated for a category.
10. Nominee involvement may be subject to verification.

## Nomination Period

The nomination period is open from 1 October – 30 October. All entries must be submitted before 5 p.m. on the closing date. Nominations submitted after this time will not be considered.

## About the Nomination Form

To nominate a community organisation for any of the above categories, one must complete a organisation nomination form by clicking on [**this link**](https://forms.office.com/r/Vt2nRfDCfF) or by visiting the Roscommon Volunteer Centre website ([**https://volunteerroscommon.ie**).](https://volunteerroscommon.ie).)

Those submitting nominations are asked on the form to describe the contributions of the organisation under the following three headings:

* Unique Perspective: Describe how this organisation’s outlook enabled them to do something different from other organisations? How has their ability to ‘think outside the box’ enabled them to deliver a one-of-a-kind service or respond better to the needs of clients or the community? What did they do that was special?
* Engagement: Speak about this organisation’s level of engagement with funders, municipal bodies, other community group, clients, volunteers and other stakeholders that may benefit from the organisation’s work. You may wish to highlight their dedication to a cause or their perseverance in the face of obstacles if relevant. You can speak about their outreach efforts and various strategies to get more people involved.
* Impact: Describe how this organisation has positively impacted service users or the community at large. What difference did they make? How has the community benefited from the work of this organisation?

## Notes on a Quality Submission

The more concreate examples you can give of the organisation’s contributions, the higher they’re likely to be scored by the judging panel. For example, ‘Community Group X was great’ will not score as well as ‘Community Group X worked tirelessly to roll out the Meals for All programme. They worked with the local county council, with family resource centres, schools and the local parish to make sure everyone knew about the programme. They created 500 flyers and distributed them at the local shops and always welcomed newcomers with a warm smile and cup of tea’.

## What happens after a nomination is submitted?

Staff at RVC will remove identifiers of the Community organisation (name, location, etc.) before passing this information along to the judging panel. This will ensure that the judges have an unbiased view of the information they’re reading.

A category and code number will be assigned to each application giving it a unique identifier. The judge will only see the organisation’s coded ID (e.g., C19\_001).

Judges will first score the nominations independently. They will then be invited to meet with the other judges in that category and come to a consensus on the winner. The judges’ referral will go to Roscommon Volunteer Centre who will match up the referred organisation’s code to the actual identity of the organisation. The winner of the category will be announced at the award ceremony.

## Queries

If you have any questions about the eligibility of a potential nominee, please contact Shannette at manager@volunteerroscommon.ie or at 089-219-9930.