**Entry for Best Project delivered by a**

**Society, Organisation, Association or Group**

This award recognises how well an organisation develops and completes a project on using their members or volunteers. This must be an ‘in house’ project and could include an event, an exhibition, a digital or other output. It would be useful to show how the project was put together and the methods or materials used as well as the costs involved. Judges will be particularly interested in entries that have included original research, or extended access to collections and innovative use of methods and materials.

Only societies, organisations, associations or groups without a dedicated premises or site are eligible to apply for this award.

This award will be judged on the information you provide on this form and supporting information submitted. Please see the guidance notes for information on applying.

**1. Project Title**

Click or tap here to enter text.

**2. Please give a brief summary of the project (approximately 50 words)**

**3. Organisation (please give the name as it should appear on any publicity)**

**4. Contact Name**

**5. Contact Address**

**6. Contact Telephone Number**

**7. Contact email address**

**8. Date(s) when the project took place (it must have taken place between 1st May 2022 - 30th April 2023)**

**Date Start:** Click or tap to enter a date. **Date End :** Click or tap to enter a date.

**9. Please attach a description of your project (maximum of 750 words).**

Please ensure you explain the impact of your project on those taking part, audiences, staff and volunteers.

**10. Format of Entries**

Your entry will be judged on its content not. Please provide as much supporting information as possible to show the impact of your project including photos, evaluation questionnaires and case studies if used.

**11. Supporting information, including photos, publicity, prints etc.**

Please submit up to 6 photographs, these may be used to illustrate your entry on a Powerpoint presentation during the awards ceremony.

Up to 2 digital images of additional supporting material may be submitted also.

These images will be used to judge your entry, and may be used for publicity purposes by the Northamptonshire Heritage Forum.

Each image must follow these guidelines, otherwise it may not be considered.

1, the file format must be .JPG (jpeg files)

2, the file must be a minimum of 1Mb – anything smaller may be unusable

3, Images are preferably in landscape format, but portrait will be acceptable.

**12. Submission**

Please email your entry with up to 6 photographs and 2 additional digital images of any supporting materials to: [nhfawards@gmail.com](mailto:nhfawards@gmail.com) on or before 29.5.23

**Please note that you will receive an email confirmation of your entry within three days of submission. If you have not received a confirmation, please check with** [**nhfawards@gmail.com**](mailto:nhfawards@gmail.com)

**Closing date for entries: Monday 29th May 2023**

**Guidance Notes for Entrants**

**Project Summary**

Please give a brief summary of approximately 50 words of your project, including how it made use of your organisation, and/or the skills and knowledge of volunteers. The project must be an ‘in house’ project.

**Project Description**

Please keep your description to a **maximum of 750 words** and this should cover the following points:

* What you aimed to achieve through the project and why?
* What activities have been carried out to meet those aims?
* Who has benefited from the activity and how?
* Who was involved in developing and delivering the project?
* The number of engaged end users/members of the public, if applicable.
* How was your budget spent?
* Where did the funding come from?
* Any problems encountered and how these were overcome.

**The judges will be particularly interested in:**

* How accessible, stimulating and engaging the project is/was
* Has the project changed people’s views? For example visitors’ perceptions of your organisation, or how your team approached their work.
* Have you learnt anything new about your organisation or visitors as a result of the project? How is this information being used?
* How was the project put together and what innovative methods or materials were used?
* The response from users and the results of any evaluation of the project that has been carried out.

**Supporting Information**

Please enclose up to **6 photographs and 2** **digital images in .JPEG format** of any other information that you feel supports your entry.

**Help and submitting your entry**

Please fill out the form, attach your .JPEG images and email it to [nhfawards@gmail.com](mailto:nhfawards@gmail.com)

If you would like some technical help in submitting your entry online, please ask by emailing [nhfawards@gmail.com](mailto:nhfawards@gmail.com) and the team will be happy to assist you.

**Eligibility**

All fully paid up members are eligible to enter the Northamptonshire Heritage Awards 2023.

**GOOD LUCK!**

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