**Entry for Best Volunteer Project**

This award recognises the outstanding work of volunteers. This is an opportunity to celebrate work on projects, displays and exhibitions specifically developed by a group of volunteers or targeted at volunteers and volunteer recruitment. This award could include the work of a group of volunteers in original research, event management, conservation, preventative care, documentation and storage of their Collection, or their leadership and management skills. In your application, please show how the project developed and describe specifically the impact of the work of the volunteers within your organisation and beyond.

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

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**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 on visitors, audiences, and your volunteers. Guidance notes below

**10. Format of Entries**

Your entry will be judged on its content. 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 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**

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

**Guidance Notes for Entrants – Best Volunteer Project**.

**Project Summary**

Please give a brief summary of approximately 50 words for your project, including how it made use of your collection and/or site and/or the skills and knowledge of the volunteers.

**Project Description**

Please keep your description to a **maximum of 750 words.**

 Your description 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 project and how?
* Who was involved in developing and delivering the project?
* The number of visitors, if applicable.
* What was the budget?
* 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.

* Is it something which is a new step for the organisation?
* Has the project changed people’s views? For example, visitors’ perceptions of your organisation, or how the volunteers approach their work.
* Have you learnt anything new about the volunteers, your organisation or visitors as a result of the project? How is this information being used?
* Were the resources available (money, time, support from partners) used effectively?
* The response from volunteers/visitors /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

If you would like some technical help in submitting your entry online, please ask by emailing 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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