**Cheshire West Community and Voluntary Arts Awards**

***‘Making a difference to your community through the arts’***

The Community and Voluntary Arts Awards recognise and celebrate the great work many groups and individuals are doing using arts in their local community. Cheshire West Voluntary Arts Network is running the Awards event, which is now in its seventh year. If you are a group, or know of a group or individual doing this work, then we would like to hear from you and encourage nominations in the following categories.

The Categories:

* Children & Youth Arts (groups or projects that include those aged 18 and under in any art form)
* Performing Arts (includes theatre, dance, new writing and live performance)
* Visual Arts (includes all forms of art, craft, photography, digital and new media)
* Music (includes but not limited to classical, choral, popular, DJ/VJ)
* Outstanding Contribution (a special award to a group or individual)
* Unsung Hero (that person who is always working away in the background, continuously supporting a group / project)

A **free** **Awards Evening** will be held on the evening of 20 September 2022hopefully at the newly refurbished Whitby Hall, Ellesmere Port. All nominees will be invited to attend this great celebration with a range of entertainment (w/c 29 August).

This is your opportunity to shout about stories of inspirational groups, the impact of projects, dedicated individuals and more.

**Don’t be shy, we would love to hear about, and celebrate the work of the group or individual you nominate!!**

***Quotes from previous attendees***

“What a marvellous and inspirational evening. The young people's stories! The music! Keep me on this list“

“I would just like to thank CWVAN for a wonderful event! We had such a lovely time and were very honoured to have actually won an award! “

“Congratulations on a very successful event last evening. It was a most enjoyable occasion and I’m sure it will go from strength to strength.”

**Extended application deadline is 9am, Thursday 25 August 2022**

**Guidelines**

***Which groups, projects or individuals can be nominated?***

* Activity must take place in the West Cheshire local authority area.
* Organisations can be voluntary, professional or led by a creative individual as long as the participants are involved in the shaping and running of the project. Any paid staff should not be the main decision makers of the group.
* Participants take part on an amateur basis (ie are unpaid)
* Some of the activity for which we are nominating happened between April 2021 and March 2022 (it can be ongoing).
* Previous nominees are very welcome to reapply.

***Who should complete the form?***

Groups, projects and individuals can nominate themselves or can be nominated by someone else. Those nominating someone else only need to fill in certain parts of the form.

***Judging***

Judging will be undertaken by a panel which will include; the chairman of the Voluntary Arts Network and representatives from local Community and Voluntary Arts organisations in from a variety of art forms.

Each application will be judged on its individual merit. The panel will consider:

* The contribution a project or group makes to its community.
* Exceptional nominations for individuals will be considered.
* Group and/or personal development. How is it ‘making a difference’?
* Impact, enthusiasm, engagement and involvement your group achieves through its activity.
* Quality of arts being delivered.

The panel reserves the right to transfer nominees to other categories as appropriate.

The judges’ decision is final.

**Supporting Evidence** **is not required** and cannot be taken into account. Please complete the application form only as this is what will be shared with the judges.

***Which sections of the form should I complete?***

**Nominating your own group or project**

Complete

* all Sections 1 - 10

**Nominating a group that you don’t run (or don’t know all of the details of)**

Please complete

* as much of Sections 1 & 2 as you can
* Section 3 & 4
* Section 7 by letting us know the impact the group has had on you / others and why you think they should win an award
* Section 11 if you have more information.

Once we have received all of the nominations **we will contact the nominee and ask them to verify and complete the other sections of the form**.

**Nominating an individual**

Please complete

* Section 1 & 2 - put the name of the individual in the ‘Lead contact’ area and as much of the rest as you know
* Section 3 & 4
* as much of Section 6 as you know
* Section 7 - let us know the impact the individual has had on you / others and why you think they should win an award
* Sections 9 & 10 if you have the information and you feel it is relevant to your nomination
* Section 11 if you have more information. **Please also let us know in section 11 who else we might be able to contact for more information if needed.**

***Your submission***

The details in the entry form must be true, up to date and relate specifically to the group / project / individual nominated.

By submitting material, you agree to it being used in the Awards programme, Awards speeches and any publicity material connected to the Awards. We will not publish or share any personal details from the application other than an individual nominees name.

The information submitted in the application, must not infringe the intellectual property, privacy or any other rights of any third party.

***Privacy***

The applications are handled by Cheshire West and Chester’s Arts Team. Cheshire West and Chester take your privacy seriously; the personal contact details on the applications will not be shared with the judges or passed on to any other third party. See our privacy policy here:

##### [Arts Team Projects and Events Privacy Notice (cheshirewestandchester.gov.uk)](https://www.cheshirewestandchester.gov.uk/system-pages/privacy-notices/arts-team-projects-and-events-privacy-notice.aspx)

##### ***Terms and Conditions***

* By entering the awards, you agree that all information submitted by you is true, current and that all the necessary copyright/permission is in place.
* CW Voluntary Arts Network reserves the right to make any changes to the deadline date or the event if necessary.
* CW Voluntary Arts Network reserves the right to discount any application that it believes to have breached any rules.

**Cheshire West Community and Voluntary Arts Awards 2022**

**Application Part 1**

***Contact Details***

|  |  |  |  |
| --- | --- | --- | --- |
| **Section 1. Group / Organisation / Individual** (to nominate an individual please see page 3 for which sections to complete) | | | |
| Group name: | Click here to enter text. | | |
| Email: | Click here to enter text. | | | |
| Lead contact name: | Click here to enter text. | | |
| Lead contact telephone number: | Click here to enter text. | Email: | Click here to enter text. |
| Type of Organisation: | *e.g. voluntary, charity*  Click here to enter text. | | |
|  | | | |
| **Section 2. Please share your social media and online details below** | | | |
| Website: | Click here to enter text. | | |
| Facebook: | Click here to enter text. | | | |
| Twitter: | Click here to enter text. | | |
| Other: | *e.g. Instagram, YouTube*  Click here to enter text. | | |
|  | | | |
| **Section 3. Nominator** | | | |
| Contact Name: | Click here to enter text. | | |
| Email: | Click here to enter text. | | | |
| Are you happy for the group / individual that you are nominating to know that you nominated them? | | | Click here to enter text. |

**Application Part 2**

***Nominated Group / Project / Individual’s information***

|  |  |  |  |
| --- | --- | --- | --- |
| This section is for office use | | | |
| **Section 4. Award category** | | | |
| Please tick the category/ categories you are nominating against. | **Children & Youth arts**  **Community Performing arts**  **Community Visual arts** | | **Community Music**  **Outstanding Contribution**  **Unsung Hero** |
|  | | | |
| **Section 5. About the Group/ Project** | | | |
| Name of project if different from group | | Click here to enter text. | |
| * When and where does it meet? * What is the main art form / activities of the group? * How is the group funded? * Where does your membership come from? | | | |
| Click here to enter text. | | | |
| Please give a brief history of the organisation. Include how long it has been running, how it has developed and its main aims. (**max 350 words**): | | | |
| Click here to enter text. | | | |

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| --- |
| **Section 6. Participation & Engagement** |
| * How many members take part? * Who are the members? *ie age range, if award applied for is Youth please indicate number of those under 18, background, community, ability* * Are you open to new members? * How many volunteers or supporters are there? * How do you engage with the public? ie performance / workshops |
| Click here to enter text. |
|  |
| **Section 7. ‘Making a difference to your community through the arts’**  **Why should you win?!** |
| * How do you engage with the community? * Who was involved, what happened? * How do participants help to shape the activity? * What was achieved? * What impact and difference does the group or activity have on its community?   This can include innovative working, partnerships, creative development.  Please make this project specific if a particular project has been nominated. |
| Click here to enter text. |
|  |
| **Section 8. Equality and Accessibility**: Give details of how the organisation is made accessible to **ALL** members of its community. |
| Click here to enter text. |
|  |
| **Section 9. Quality of Arts Provision**: Please tell us about the individual or group’s commitment to quality of arts provision. Include any participant or audience feedback you feel is appropriate.  (**max 200 words**) |
| Click here to enter text. |
|  |
| **Section 10. Reaching audience & members:** Give details of how you reach new members, participants and audiences. |
| Click here to enter text. |

|  |  |
| --- | --- |
| **Section 11. Do you want to add any more information?** *Eg a quote or something that didn’t quite fit into another box* | |
|  | |
|  | |
| **We would like you to become part of Cheshire West Voluntary Arts Network?** | Yes No  *If you tick yes we will send you details of the organisation and a short form to enable us to add your details to the CW&C website and our e-news.* |

**Declaration**

***I have read the guidelines and confirm that:***

* ***All the information in the application form is correct to the best of my knowledge.***
* ***By signing the form I agree to all the information (bar any personal contact information) being used in the Awards programme, Awards speeches and any publicity material connected to the Awards.***

**Signature: Date:**

*(typing your signature above or inserting an e-signature will be accepted as agreeing to terms and conditions)*

**Please return the application form by 9am** **on** **Thursday 25 August** to [artswest@cheshirewestandchester.gov.uk](mailto:artswest@cheshirewestandchester.gov.uk)

or Arts Team, HQ, 3rd Floor, 58 Nicholas Street, Chester, CH1 2NP.

**Admin**  Date received Application #