



# Good Practice Awards Gwobrau Arfer Da 2022



## Guidance

### Why Participation Awards?

We see this event as the “Oscars” of the Participation World, where we celebrate and recognise that participation changes housing services and communities for the better! The Participation Awards give us an opportunity to acknowledge this and celebrate the hard work that landlords and tenants do. It shows that the work is worthwhile and gives us all the motivation to try out innovative ideas that actually work! The event also allows TPAS Cymru to publicise and share good practice, learning, and experiences from across Wales.

### Sharing Good Practice

The gathering of nominations, the judging and the event itself enables us to identify and share good practice, learning and experiences from right across Wales. We will produce 2 reports relating to the Annual Awards, firstly there will be a ‘synopsis’ report providing a summary of every nomination we receive. Following the Awards event, we will produce an additional report showcasing the winning entries in more detail. Both of these valuable reports will all be available on our website, shared on our social media platforms and available in hard copy format.

### What are the award categories?

This year, we have a fantastic range of categories for you to enter including some brand-new ones. For full details and guidance on the assessment criteria, please see the Guidance for each award category on the individual nomination forms.

### How the Awards nominations are judged

We use a range of independent judges from across the UK, all of whom are experts in housing/community related issues. We thank them for giving their time freely.

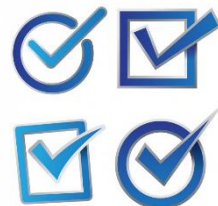
### How to Enter

The competition is open to all Tenants and Residents Groups, Registered Social Landlords, Local Authorities, and Supported Housing Providers **who are members of TPAS Cymru at the time of award nomination submission.**

We recognise that making a nomination for an award can be a challenging task and we would suggest that tenants seek the support of their Landlord in collating this information.

## Conditions of entry

- **Applications must be received by noon 18<sup>th</sup> May 2022. No late entries will be considered.**
- Only submissions that include the information requested on the nomination form and in this guidance will be considered
- Any conflicts of interest or ties will be dealt with by the final judging. The judges' decision is final.
- All entries will be judged on the information provided at the time of entry and no subsequent correspondence will be accepted.
- By entering the Awards, you are agreeing to any information and/or images supplied being used for publicity material
- The title you give your entry on the nomination form and the name you use for your organisation will determine how your entry is named in all promotional material.



## Tips for entering

- Make sure your entry is concise and focused.
- Illustrate your submission with examples, testimonials and feedback from others
- Refer to the guidance criteria for each award as to what the judges will consider and complete the official nomination form under these specific headings
- Remember...the judges will be looking for the difference that an individual or project has made. They do not want to read just about a good idea – they want to see how things have worked in practice. What impact the project or individual has had? What's changed or improved? **The Outcome!**



**In addition, remember you can ask for assistance from TPAS Cymru staff: we can advise you about the criteria; filling in the nomination form; and what supporting information you could include. However, we cannot assist you directly in completing your nomination.**

# So...What information is needed?

We usually receive several nominations for each award: so, to help the judges reach their decision, please make the information in your nomination as clear as possible and include the following:



## 1. A Completed Nomination Form

Please ensure that your entry is submitted by completing the standard nomination form and under the headings noted. The headings are the criteria which the judges will use. The form is in 'Word' format to enable you to type in the amount of text you want to. For each nomination you are making you will need to ensure that clear, detailed information is provided.

## 2. Summary

You should include, a 100 words introduction summary of your entry on the nomination form. This summary will be used in the Synopsis of all Nominations document which we produce and publicise each year.



## 3. Nomination Information

Supporting evidence can be included and could, for example, include any of the following:

- Quotes / comments / feedback from tenants / residents / community representatives
- Quotes / comments from other organisations
- Evidence to show that targets have been met, aims achieved etc
- Evidence of the impact that the activity/project has had on the local community/services
- Examples of publications, DVDs, newsletters, CDs, Handbooks etc.
- Evidence that the impact will continue
- Photographs



## A Photo

At least one photo/image/screenshot/logo is needed for inclusion in the PowerPoint presentation during the Awards Ceremony.



**Note: TPAS Cymru reserves the right to place entries in a different award category if it is considered that the entries meet the criteria of another award more effectively.**

# Frequently Asked Questions



## Does it cost to enter?

There is no cost to enter our TPAS Cymru Participation Awards. However, you must be members of TPAS Cymru at the time of nomination submission to enter, and the awards ceremony itself is a ticketed event and there is a cost to attend it.

## Can I enter by post?

Sorry, no. As we are not currently based in the offices, we can only accept nominations by email. To avoid complications when sending an electronic nomination, it's advisable that you keep the file size to a minimum i.e. limit the number of, or compress graphics/photos, create a zip file, or send via WeTransfer/Dropbox.

## Can I enter jointly with a partner organisation?

Yes, however the lead partner needs to be a member of TPAS Cymru.

## Can I resubmit a project that has been considered in previous years?

Yes, however nominations that have been considered by the judges in previous years should only be resubmitted if there has since been a significant change or advancement in the project.

## Can I provide further evidence, in addition to completing the standard nomination form, to support my entry?

Yes, you can submit additional information in support of your nomination, such as photos, press information, website links. Please note: You should also be aware that we might use information or images supplied as part of your entry for our publicity material. By entering the awards, you are agreeing to this.

## Is there a limit to the number of entries I can submit?

No. We will accept more than one entry from the same organisation.

## What happens after I have submitted my entry?

On receipt of your nomination we will contact you to confirm receipt of your entry. It's important that you contact us within 24 hours if you have not had this confirmation from us. After the judging process we will announce a shortlist of finalists for each of the categories and you will be notified if you have been successful.

This event is kindly sponsored by:

