



2016 National CSR Awards – Entry Terms & Conditions

The National CSR Awards (NCSRA) are open to ALL organisations, large and small: Corporates, SMEs, NGOs, Community and local initiatives for responsible and sustainable practices. They are about rewarding change; building platforms to learn, share and progress ideas; and encouraging the development of engaged and ethical business practices. The Awards aim to recognise ANY organisation that puts Social Responsibility and CSR at its core, demonstrating its commitment to change.

1. Applicants

- 1.1. Organisations must have a registered UK office to qualify (with the exception of the 3 International categories: Global Sustainable Transport, International Sustainable Community and International Conservation Project).
- 1.2. Organisations must not be financially associated with the NCSRA.
- 1.3. Agencies can apply for the Organisation on their behalf but written consent must be given by the Organisation to the NCSRA by email prior to the closing date.

2. Categories and Entering

- 2.1. There are 24 Award categories, many of which are subdivided between large corporations, third sector and SMEs.
- 2.2. A full list of categories can be [found here](#). Awards can be entered by [using this link](#) where criteria and weighting are detailed further.
- 2.3. Organisations may enter as many categories as they wish, but different entries must refer to different projects. Entry fees are payable for each entry made.
- 2.4. Entry is open from Monday 4th January until Saturday 12th March 2016. We cannot guarantee the processing of any entries received after this date (unless a specified extension is requested and offered).
- 2.5. The project must have taken place during the dates specified within each category description.
- 2.6. By submitting your application, you are confirming that you have the permission of any third party or contributing partner mentioned in the application to enter the Awards, and that you have obtained the necessary authority to do so.

- 2.7. Entry fees are £295 for large organisations, £195 for Third Sector and £150 for SMEs (under 100 staff). All prices are exclusive of VAT and will be invoiced by Limelight Design & Marketing Limited.
- 2.8. Projects entered by organisations must be their own work or in direct partnership with a third party. Any evidence of piracy will result in disqualification.
- 2.9. The NCSRA is registered with the Data Protection Act (under Limelight Design & Marketing Limited). Entrants accept and agree to the collection and retention of company and personal data provided within the application, in order to process and make contact regarding Award entries.

3. Community Hero Award

- 3.1. This award is free to enter and is a 'by nomination' award.
- 3.2. The nominator must complete the application and is responsible for notifying the nominee if they are to be shortlisted, unless otherwise stated in the application.
- 3.3. Only one application per nominee will be considered, based on the strength of the content. No winning advantage will be gained from multiple nominations.

4. Judging and the Shortlist

- 4.1. The Judges will mark the applications according to the detailed weighted criteria points and create a shortlist from the entries in each category.
- 4.2. The NCSRA reserves the right to transfer any entry to another category if it is deemed more suitable and/or depending on the level of entries per category.
- 4.3. If an entry is transferred, the entry fee still stands. However, in the event that the category is cancelled, the Organisation will be entitled to a refund or will be offered another form of recognition in return.
- 4.4. Entrants must take into account the word limits specified in the criteria. If the Judges consider that an entry unnecessarily exceeds that limit, the entry may be marked down or excluded.
- 4.5. If your entry is shortlisted, you will be notified on or shortly after the 4th April 2016 via the email address you provide on the application form. Shortlisted entries will also be notified live on Twitter, using the @handle provided, unless requested otherwise.
- 4.6. Your notification of being shortlisted will automatically confirm your invitation to attend the Awards Ceremony on Thursday 12th May 2016 at the Crystal, Royal Victoria Docks, London.
- 4.7. Shortlisted candidates are given one full day pass to the Awards Ceremony and Seminar Programme (worth £225) and additional tickets are available at £225 per person. Attendance is expected by at least 2 and no more than 10 organisation representatives.
- 4.8. Under no circumstances will winners be announced or leaked prior to the Award Ceremony on 12th May 2016.

- 4.9. The Shortlist will be published on the NCSRA website shortly after notifications are sent out.
- 4.10. The Judging Panel will consist of independent senior professionals from across all sectors of CSR.
- 4.11. Judges will be assigned to categories where there is the least chance of a conflict of interest. In the event of a conflict, the Judge will not take part in the scoring of the entry and may change category.
- 4.12. The Judges reserve the right to award an additional 'Special Judges Award' for innovation.
- 4.13. The Judges' decision is final and the entrants must not correspond with Judges or try to influence their decisions.
- 4.14. All applications will receive feedback from the Judges, which will be made available to the entrants after the Ceremony on 12th May 2016.

5. Publishing of content

- 5.1. The 100 word summary provided at the beginning of the application form will be used in the Award Programme which will be presented to every guest. Please ensure that the content supplied can be used in the public domain.
- 5.2. The NCSRA will use the Award name provided within the application for the winner's plaque or award. The NCSRA will not be responsible for errors made by the entrant and provision of a new plaque and/or award will be at the cost of the winning entrant.
- 5.3. The Organisation must inform the NCSRA by email, prior to the award deadline date, if any of their application content is confidential.
- 5.4. Winners and Shortlisted candidates may be asked to participate in promotional activities during and after the Awards Ceremony which will include photography, video, press and social media. By entering, the applicant gives their consent for the NCSRA and any related companies to use this material without prior notice or compensation. Applicants who do not wish for material to be used should notify the NCSRA prior to the announcement of the shortlist on 12th April 2016.
- 5.5. In return for the NCSRA considering an entry, the entrant consents to the NCSRA using their entry in connection with the promotion of the NCSRA afterwards, including marketing activity for the following years. The NCSRA can display the entry in any format alongside the entrant's name.
- 5.6. Shortlisted candidates, and subsequently winners, will receive a 'web icon' reflecting their successful participation in the Awards Programme. Candidates are expected to utilise the icon on their websites and/or email signatures where relevant.

6. Miscellaneous Terms & Conditions

- 6.1. The NCSRA accepts no responsibility for entries that are not received, delayed, incomplete or are lost due to a technical problem.

- 6.2. The NCSRA accepts no responsibility for any costs associated with travel, hotel accommodation or any other costs associated with attending the event.
- 6.3. The NCSRA accepts no responsibility for damage, loss, liabilities, injury or disappointment incurred as a result of entering or attending the Awards.
- 6.4. The NCSRA reserves the right to change or discontinue the Awards or any associated event without prior notice due to any reason outside its control (including weather, political or civil unrest, accidents).

If your organisation has any queries relating to these terms and conditions, please contact Karen Sutton at National CSR Awards:

Email: apply@nationalCSRawards.co.uk

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