



2017 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. It is 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 Corporate Responsibility 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:- Sustainable Transport, International Sustainable Community & Best Eco-Product).
- 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 obtained (ideally by email).

2. Categories and Entering

- 2.1. There are 17 Award categories and the judges reserve the right to award multiple winners in certain categories.
- 2.2. Organisations are able to enter as many categories as they wish, and can enter the same project into different categories but must understand that judges will not award the same winning entry in more than one category. Entry fees are payable for each entry made.
- 2.3. Entries are open between Thursday 1st December 2016 and Friday 3rd February 2017. We cannot guarantee the processing of any entries received after this date (unless a specified extension is offered).
- 2.4. The project must have taken place during the dates specified within each category description.
- 2.5. By submitting your application, you are confirming that you have the permission of any 3rd party or contributing partner, mentioned in the application, to enter the Awards and that you have obtained the necessary authority to do so.
- 2.6. Entry fees are outlined within the online entry process and must either be paid for or provided with an authorised purchase order number. All prices are + VAT and will be invoiced from Limelight Design & Marketing Limited.

- 2.7. Projects entered by organisations must be their own work or in direct partnership with a 3rd party. Any evidence of piracy will result in disqualification.
- 2.8. 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 about Award entries.

3. Judging and the Shortlist

- 3.1. The Judges will mark the applications according to the detailed weighted criteria points and create a shortlist from the entries in each category.
- 3.2. The NCSRA or the judges reserve the right to transfer your entry to another category if it is deemed more suitable and dependant on level of entries per category.
- 3.3. 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 recompense agreeable by the applicant.
- 3.4. Entrants must take into account the word limits specified in the criteria. If the Judges deem any entry that exceeds that limit as unnecessarily so, the entry may be marked down or excluded.
- 3.5. If your entry is shortlisted, you will be notified on or shortly after the 10th March 2017 via the email address on the application form. Shortlisted entries will also be notified live on Twitter, using the @handle provided, unless requested otherwise.
- 3.6. Your notification of being shortlisted will automatically confirm your invitation to attend the Awards Ceremony.
- 3.7. Shortlisted candidates are given priority booking for tickets / tables. Attendance is expected by at least 2 organisation representatives. Concessional discounts are offered to third sector and social enterprises.
- 3.8. Under no circumstances will winners be announced or leaked prior to the Award Ceremony.
- 3.9. The Shortlist will be published on the website shortly after notifications are sent out.
- 3.10. The Judging Panel will consist of independent senior professionals across all sectors of CSR.
- 3.11. Judges will be selected categories whereby 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.
- 3.12. The Judges reserve the right to award an additional 'Special Judges Award' for innovation.
- 3.13. The Judges' decision is final and the entrants must not correspond with Judges, prior to the judging process, about the Awards, or try to influence their decisions.
- 3.14. All applications will be processed by the Judges with feedback which will be sent or accessed by the entrant after the Ceremony.

4. Publishing of content

- 4.1. The 40 word summary requested at the beginning of the application form will be used in the Award Programme, should the application be shortlisted, and will be presented to every guest. Please ensure that the content supplied can be used in the public domain.
- 4.2. The NCSRA will use the Plaque/Award name provided within the application. The NCSRA will not be responsible for errors made by the entrant and the cost of a new plaque and/or award will be at the cost of the winning entrant.
- 4.3. The Organisation must inform the NCSRA by email if any of their application content is confidential prior to the award deadline date.
- 4.4. 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 10th March 2017.

5. Miscellaneous Terms & Conditions

- 5.1. The NCSRA accepts no responsibility for entries that are not received, delayed, incomplete or are lost due to a technical problem.
- 5.2. The NCSRA accepts no responsibility for any costs associated with travel, hotel accommodation or any other costs associated with attending the event.
- 5.3. 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.
- 5.4. The NCSRA does not accept responsibility for damage, loss, liabilities, injury or disappointment incurred as a result of entering or attending the Awards.
- 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 along-side the entrant's name.
- 5.6. 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)

National CSR Awards

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