



## 2024 TPAS Scotland Awards Entry Guidance

### Why enter the Good Practice Awards?

The annual TPAS Scotland National Good Practice Awards is an opportunity to acknowledge the work of tenants, residents, community volunteers and social housing organisations across Scotland. It shows that the work is worthwhile and gives others the motivation to try out innovative ideas that actually work! The event also allows TPAS Scotland to identify, publicise and share good practice, learning, and experiences.

### Sharing Good Practice

The gathering of nominations and the event itself enables us to identify and share good practice, learning and experiences from right across Scotland. 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 reports will be available on our website and shared on social media.

### 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.

### Who can enter?

The awards are **FREE TO ENTER**.

Entries are open to Tenants and Residents, Registered Social Landlords and Local Authorities, **who are members of TPAS Scotland 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 6<sup>th</sup> May 2024. 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 assessed on the information provided at the time of entry and no subsequent correspondence will be accepted.
- By entering the Awards, you agree 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.



## Check out our tips for entering:

- If you believe your nomination aligns with more than one category, increase your chances of being shortlisted and enter for more than one category, but remember to ensure the nomination reflects the assessment criteria.
- Don't count yourself out – you don't have to necessarily meet every criteria, entries will be based on the strength of the information presented in the nomination.
- Think 'so what?' – telling us how you have done something is important but telling us why it matters or what difference it has made or will make is important.
- Make sure your entry is concise and focused.
- Illustrate your submission with examples, include 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.



# We're here to help!

**Remember you can ask for assistance from TPAS Scotland 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? 3 Simple Steps.

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 using 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. 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



### 3. A Photo

At least one photo/image/screenshot/logo is needed for inclusion in the PowerPoint presentation during the Awards Ceremony. Please send any photos to [enquiries@tpasscotland.org.uk](mailto:enquiries@tpasscotland.org.uk)



**Note:** TPAS Scotland 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 the TPAS Scotland Good Practice Awards. However, you must be a member of TPAS Scotland at the time of nomination submission to enter. The awards ceremony itself is a ticketed event and there is a cost to attend it. Full delegates to our annual conference will be able to attend the ceremony as part of their delegate fee.

### Can I enter by post?

Sorry, no. As we work remotely most of the time, 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.

### Can I enter jointly with a partner organisation?

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

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

Yes, give it another go! Just remember that nominations that have been submitted in previous years should be updated and reflect any changes in assessment criteria.

### 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 and runners up for each of the categories and you will be notified if you have been successful.