**Age-friendly Belfast Older Volunteer Awards 2022**

**Guidance notes**

Please read these notes before completing the nomination form.

The 10th annual Age-friendly Belfast Older Volunteer Awards offer the opportunity for organisations, communities, and individuals to honour and celebrate their older volunteers.

Who can nominate?

We accept nominations from members of the public, groups, and organisations. Nominations can be for formal volunteers i.e. those giving unpaid help through a group or organisation or informal volunteers i.e. those giving unpaid help as an individual not necessarily connected to an organisation.

A nominating group or organisation should provide services within the Belfast City Council area and should involve volunteers in its work.

Who can you nominate?

* Any volunteer who is aged 60 or over at the close of the nomination period (28th October 2022); and
* Who falls within the NI Volunteering Strategy definition of volunteering which is

“the commitment of time and energy, for the benefit of society and the community, the environment, or individuals outside (or in addition to) one’s immediate family. It is unpaid and undertaken freely and by choice” [[1]](#footnote-1)

Please note: we are unable to accept nominations for volunteers who are also employees of the organisation nominating them.

Award categories

We recognise volunteers under five categories:

1. **Digital Champion/Advocate:** This is a volunteer whose role involves supporting others to make the most of digital technology or who delivers their volunteer role online.
2. **Group or team:** This celebrates 2 or more volunteers who are involved in the same project, programme, or service within an organisation. Through working together this team or group has made a positive difference to your community, organisation, service users or other volunteers/staff.
3. **Longstanding Volunteer:** Someone who has been volunteering for 10 years or more and whose volunteering has made a huge difference to your organisation’s work or to the lives of people in the community this person is part of, or lives in.
4. **Older volunteer of the year:** An individual volunteer who you feel has made an impact on or difference to their community or to your group or organisation’s work over the last year, October 2021 to September 2022.
5. **Unsung Hero:** Someone who may or may not be connected with a group or organisation, who makes a positive, practical difference to others in their community by improving the quality of people’s lives. Someone who deserves this title because of the things they do, big or small to make life better for people beyond their own immediate family.

**Completing the nomination form**

1. Please read the application form before beginning to write. This will give you the opportunity to see what information we’re looking for.
2. If you wish to nominate a person in more than one category, please complete additional nomination forms.
3. The award panel can only make a decision based on the information you provide on the nomination form, so please use your 650-word limit to its best effect.
4. We encourage you to give specific, factual examples to show why this volunteer or team of volunteers should win the category they are nominated in.

**NB:** In the case of the **Longstanding Volunteer** category please remember to include dates to show how long this person has been volunteering.

1. Remember you know your volunteer/s best. Please remember what you write needs to be appreciated by someone with no knowledge of your group, community or the volunteer/s so make sure you tell us why you think this individual, or team is a worthy winner.

What happens once the nomination form is submitted?

Once you’ve submitted your nomination form you will receive a confirmation letter/e mail.

Following the close of the nomination period all the eligible nominations received will be considered by the awards panel. One overall winner will be chosen in each category.

The awards presentation event will take place in Belfast City Hall on Monday 12th December 2022.

Closing date for nominations

The deadline for completed nomination forms is 4.30 pm on Friday 28 October 2022.You can submit your nominations by e mail, post or by hand. Please ensure you request a delivery receipt if submitting your nomination by e mail or telephone to confirm it has been received.

Late nominations WILL NOT be accepted.

Please note:

1. Nominees agree to allow information contained in the nomination form to be used for publicity purposes.
2. The decisions made by Belfast City Council’s Age-friendly Older Volunteer Awards Panel are final. No correspondence will be entered into in respect of the decisions made.

For further information

If you have any queries or need additional information, please contact:

Tracy Mawhinney

Community Services

Belfast City Council

Cecil Ward Building

4-10 Linenhall Street

Belfast

BT2 8BP

**Telephone**: 07747 615 867

**Email**  : [volunteering@belfastcity.gov.uk](mailto:volunteering@belfastcity.gov.uk)

1. Join In, Get Involved: Build a Better Future. The Volunteering Strategy and Action Plan for Northern Ireland”, Department for Social Development, March 2012 [↑](#footnote-ref-1)