What is the BME VCS Community Fair?
The Black and minority ethnic voluntary and community sector Fair is an annual event held at City Hall that brings together individuals and agencies to share their work on improving the well-being of Black and minority ethnic communities across Bristol. The Fair is an opportunity for you to promote your service/s and to network with others, networking with a number of people from across the VCS and public sectors.

Why the Awards Ceremony?
In the past we have given agencies an opportunity to speak at the Fair about a current project and or to promote their agency. Following consultation with VCS groups there was agreement for this part of the proceedings to acknowledge specific projects/pieces of work that are considered outstanding considering the impact of austerity measures impacting on the VCS. All awards are open to both private and public sectors, as well as individuals.

Award A - Young BME Community Motivator
In recognition of:

- A young member of the BME community, below the age of 25, for outstanding contribution to a BME community.
- Motivating change in the BME community, through positive influence and actions.

Award B - Improving BME lives
In recognition of:

- People and organisations taking new approaches to serve the public
- Successful collaboration and partnerships between public, private and voluntary sector - working together to benefit communities
- Improving lives through creativity, collaboration and developing partnerships.

Award C - Engaging in, and promoting, services to BME communities
In recognition of:

• People, projects and organisations taking positive action in their community

• Working together for social change (e.g. through creating groups, campaigns, movements)

**Award D - Tackling inequality, exclusion or disadvantage for a specific group**
In recognition of, for example:

• People, projects and organisations who promote equality of opportunities

• Collaborative initiatives that seek to enhance relationships between communities of difference

**Award E - Demonstrating resilience through difficult times**
This award recognises:

• Sound financial management and planning

• Adapting to a change.

**Nomination process**

**Q. Who can be nominated?**
A. Voluntary and community sector (VCS organisations, social enterprises), public sector departments, teams or projects, and any individual.

**Q. Who can make a nomination?**
A. Anyone, including people who benefit from the group’s services or another organisation that has sound knowledge of the group, may make a nomination.

Nominations should have at least one other independent person that has agreed to second the nomination. This person should not be on the committee of your organisation or be family or close friends.

You can nominate yourself or the organisation you run, work for or are involved with, but if you do, there must always be an independent person who has agreed to second your nomination.

**Q. When should I send in my nomination?**
A. You will need to have submitted your nomination form by **Thursday 12th September 2013**.
A panel of independent judges from the VCS will be involved in selecting the winners. A roll-call of all accepted nominations will be made during the Awards Ceremony. Details of winners will be placed on the VOSCUR website.

Q. Can you give me any advice on completing the nomination form?
A. Complete the form accurately and tell us as much as you can within the number of words or characters allowed, and follow the instructions in each section.

It is important that you provide full, but concise information about the group, organisation or individual that you are nominating, explain exactly what they are doing and how their work is impacting positively on the lives of BME communities.

In the judging process the questions that the panel will use to assess your nomination are in section 4 ‘Your recommendation’.

If you need help or advice to complete the form, please use the contact details at the end of this document.

Q. Can I tell a group or an individual that I have nominated them?
A. Yes and we may contact the group, organisation or individual direct to clarify points that you have made on the nomination form.

Q. Will every group that is nominated receive an award?
A. No, the award will not go to every group that is nominated.

Q. What proof of support must I provide?
A. On the form you must give the name of at least one supporter to second the nomination, and their relationship to the group, organisation or individual. This should be someone who is independent from the group, individual or organisation, for example a funder, someone who has benefitted from the activity described in the nomination form.

Q. What happens after I send in my nomination?
A. We will send an acknowledgement, but we will not be able to discuss a particular nomination while it is being considered or if it does not succeed.

Q. Can I send extra information with my nomination, i.e. an annual report or promotional material?
A. Please do not send any additional material. Your nomination will only be judged by the information provided with the nomination form. If we require extra information we will contact you or the person, group or organisation that you are nominating direct.
Criteria

Q. Can you give examples of the types of groups, individuals or organisations that the award might go to?
A. The types of activity that the awards will recognise are:

Groups or individuals that have brought the community together for some common good;

People who have given substantial time and resources to help others;

Groups or individuals that have been key to enabling new ways of delivering services;

Or Groups or individuals engaging the public in the shaping of public services.

Q. Is the award for international activities?
A. The group’s or individual’s work should be based within the United Kingdom.

Q. What will a successful individual, group or organisation receive?
A. The winners each receive:

- An engraved Bristol Blue Glass paperweight;
- A signed certificate from the Mayor of Bristol

Q. What is the judging process?
A. There will be two steps to the judging process: -

- The nomination will be reviewed by an independent panel to ensure it is correctly completed and fulfils the basic criteria.
- Nominations that fulfil the basic criteria will then be judged with the panel having the final decision.

Enquiries

Please return your completed nomination form by Thursday 12th September or for further information please email 
jade.wellesley@bristol.gov.uk

Confidentiality and security

Any information you provide will be held securely and in accordance with the Data Protection Act 1998. Your personal details will not normally be
disclosed to third parties. In some circumstances however we may need to disclose your personal details to a third party so that they can provide a service you have requested, or fulfil a request for information. Any information about you that we pass to a third party will be held securely by that party, in accordance with the Data Protection Act 1998, and used only to provide the services or information you have requested.