



## WEST MIDLANDS VOLUNTEER AWARDS 2019

# Nomination Guidance

### CATEGORIES:

- Individual** Outstanding contribution by an individual (26 years old or over) who has given time and commitment to a museum, art gallery or heritage site
- Young Person** Outstanding contribution by a young person (25 years old or under) who has given time and commitment to a museum, art gallery or heritage site
- Group** A group (minimum of two people) whose work has had a meaningful impact on a museum, art gallery or heritage site
- Project** An outstanding project which has made a positive contribution to a museum, art gallery or heritage site (Nominees may be an individual or a team)
- Excellence** The Judges' Award for the overall winner selected from the other four categories

### KEY DATES:

- Nominations open **Friday 24 May**
- Nominations close **9am, Monday 22 July**
- Shortlist announced **Thursday 1 August**
- Award Ceremony **Wednesday 11 September**

### WHO IS ELIGIBLE TO BE NOMINATED?

Any individual or group who volunteers within an Accredited museum (or Working Towards) located in Birmingham, the Black Country, Herefordshire, Shropshire, Staffordshire, Warwickshire or Worcestershire.

The Awards are part of Ironbridge Gorge Museum Trust's National Portfolio and Museum Development programmes funded through Arts Council England. Although volunteers from Ironbridge Gorge Museum Trust are not eligible to be nominated we invite a volunteer onto the judging panel and to join in the celebrations at the awards ceremony.

### HOW TO MAKE A NOMINATION

1. Individuals and groups must be nominated by a third person who may be a colleague, friend, visitor or family member. Team nominations can also be submitted by individual team members.
2. You are encouraged to send additional information such as photographs, social media, web links or even feedback from visitors
3. Complete, sign and date the nomination form
4. Send the completed nomination form to [wmmd@ironbridge.org.uk](mailto:wmmd@ironbridge.org.uk) with the subject line Volunteer Awards
5. Send your nomination in by the deadline – **9am, Monday 22 July**
6. Previous winners and finalists are eligible for nomination this year
7. You can enter your nominee(s) into more than one category

## BEFORE YOU PRESS SEND

To ensure that we receive your electronic nominations please follow the guidance below:

- ✓ The nomination form has been signed
- ✓ Volunteer Awards is in the subject line of the email
- ✓ Attachments do not contain full stops or commas (file extensions are ok - eg .docx)
- ✓ All images are in JPEG format
- ✓ All documents are Word documents or PDF files
- ✓ Use WeTransfer/Dropbox/Google Drive if the attachments are over 8MB in total

## CONFIRMATION OF NOMINATION

We will acknowledge receipt of your nomination within one working day. If you haven't heard from us after this time please contact us as it may have got lost in transit and can't be judged.

## JUDGING

1. All entries will be assessed on the information provided in the nomination forms and any supporting information
2. If judges know a nominee they will withdraw from the judging of that category
3. A shortlist of entries will be published on [www.mdwm.org.uk](http://www.mdwm.org.uk) on Thursday 1 August
4. The judges may move nominations between categories where appropriate
5. The judges' decision is final

## AWARDS CEREMONY

- ✓ Shortlisted nominees will be invited to an Awards ceremony at the Patrick Studio, Birmingham Hippodrome on Wednesday 11 September, 4pm – 7pm
- ✓ There is no charge for the Awards Ceremony and it is expected that all shortlisted nominees will attend
- ✓ Individual shortlisted nominees will receive two tickets; shortlisted team nominees will receive four tickets; nominators will receive one ticket. If necessary additional requests for tickets may be entered into a ballot.

## £500 JUDGES' AWARD FOR EXCELLENCE

The nominee(s) winning the Judges' Award for Excellence will be awarded £500 to spend on a project of their choice at the museum, art gallery or heritage site. They are asked to create a case study telling us how the money has been spent by 31 March 2020.

## USE OF NOMINATION INFORMATION

WMMD (as the organiser) will only use the contact details provided for the purposes of the 2019 Volunteer Awards. We reserve the right to use any information provided as part of your nomination unless it is clearly marked 'not for publication'. This use may be prior to, during, or after the 2019 Awards and may be used in hardcopy publications, digital communications, verbal promotion and/or on screen for media and marketing purposes. Therefore you must:

- ✓ Ensure the information provided within your nomination is correct to the best of your knowledge
- ✓ Mark any sensitive materials as 'not for publication'