**Mock Application Form - Trustee of the Year Awards Application Form 2019**

**Important note: This is a copy of the online entry form that will be available from 2 September 2019 (all entries must be submitted via the online form by the closing date of 2 October).**

**The purpose of this document is to help you prepare your entry in advance of the opening date. From 2 September you can copy your answers from this document into the online form. This document is for the Trustee of the Year Award. This award aims to shine a light on voluntary trustees who have made an extraordinary contribution to an organisation.**

All entries in this category must be accompanied by a photo of the trustee you are nominating.

**Application questions:**

Remember: This is about storytelling. Keep your answers relevant, concise, and clear. Think about the audience when you write and use plain English. We want to hear about the human impact of your work. Make sure to stay in the limit of the character count for each question.

1. **Outline The Vision And Mission Of The Nominee’s Organisation.**

Why was the organisation set up? What is it trying to change or do? Why is it important to do this? **(limited to a character count of 800)**

1. **Describe The Nominee’s Involvement With The Organisation.**

What are the issues facing the organisation? How well has the nominee impacted on these? What is the nominee's role? How did they get involved? How long have they been a trustee?

**(limited to a character count of 800)**

1. **What Special Qualities And Skills Does The Nominee Bring To Their Role As Trustee?**

What is inspiring, creative, innovative and unique about the nominee and their value to the organisation? Consider any special skills, experience or qualities that make them stand out. Consider how the organisation and the people it serves have benefited from the nominee's involvement. **(limited to a character count of 800)**

1. **Everyone Loves A Good Story. Tell Us About An Incident That Sums Up Your Nominee?**

Give us an anecdote that sums up the person's character, qualities or skills. Why should they win this award? **(limited to a character count of 1500)**

1. **How Is The Organisation Transparent & Accountable**

For example, do you publish your annual accounts online? Are you compliant with the Charities Regulator' governance code? Do you use the fundraising principles? **(limited to a character count of 800)**