**Mock Application Form**

Trustee of the Year Award 2020

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| This is an advance copy of the official Trustee of the Year entry form for the Charity Impact Awards. The official online entry form will be available from 1 September 2020. All entries must be submitted **via the online form** by the closing date of 2 October 2020. **This is not the official entry form.**The purpose of this document is to help you prepare your entry in advance of the opening date. From 1 September 2020 you can copy your answers from this document into the online form at [www.charityimpactawards.ie](http://www.charityimpactawards.ie). |

*“Good governance involves putting in place systems and processes to ensure that [a] charity achieves its charitable objectives with integrity and is managed in an effective, efficient, accountable and transparent way.”* —Charities Governance Code

This award aims to shine a light on voluntary trustees who have made an extraordinary contribution to an organisation and upheld exceptional standards of governance.

All entries in this category must be accompanied by:

1. A completed application form (this can be filled in online from 2 September 2020)
2. A short video explaining why you are nominating this person (you will find the guidelines for this after the Application Questions below)
3. A photo of the trustee you are nominating

You must get permission from the nominee before submitting their details to the Charity Impact Awards.

**Written Application**

*Keep your answers relevant, concise, and clear. Think about the audience when you write and use plain English.*

1. **What is the purpose of the nominee’s organisation, and how has the nominee advanced that purpose?**

Please describe the organisation’s mission, and how the nominated trustee has helped to drive that purpose forward. **(Character limit: 1,500)**

1. **In what ways does the nominee embody the values of the organisation?**

What are the stated values of the organisation? Describe the way(s) in which the nominee has enabled the organisation’s stated values to become a lived reality. **(Character limit: 800)**

1. **How has the nominee demonstrated leadership within the organisation?**

Describe the way(s) in which the nominee has been an inspiring leader at board level. **(Character limit: 800)**

1. **What good practice standards has the nominee championed within the board?**

Describe how the nominee has integrated good practice standards — new or existing — into how the board (and the organisation) works. How have they helped the board to do the best work that it can? **(Character limit: 800)**

1. **What makes the nominee a particularly effective trustee?**

Describe how the nominee has helped to ensure that the board (and by consequence, the organisation) runs effectively **(Character limit: 800)**

1. **How has the nominee upheld standards of transparency and accountability within the organisation?**

Describe how the nominee has helped to ensure that the organisation is accountable and transparent in its work. **(Character limit: 800)**

**Photo Guidelines**

Please upload a good-quality photo of the nominated trustee with your submission.

**Video Guidelines**

**Note: only shortlisted entries in this category will be required to produce a short video to accompany their entry.**

Video Guidelines for Shortlistees

The video is your chance to explain in brief why you are nominating your chosen trustee.

**It must begin with the following line:** *My name is \_\_\_\_\_\_\_\_\_\_\_, I work with \_\_\_\_\_\_\_\_\_\_\_, and I’m nominating \_\_\_\_\_\_\_\_\_\_\_ for Trustee of the Year 2020.*

The rest of the video should explain how you believe your organisation’s work improves and strengthens communities, and makes Ireland a better place for everyone.

The video **must not be more than 60 seconds long**.

The Charity Impact Awards team will contact all shortlisted nominees regarding video requirements.

**Questions?**

Please direct any questions about your nomination to emily@wheel.ie.

The online application form will be available at

[www.charityimpactawards.ie](http://www.charityimpactawards.ie/)

from 1 September 2020.

*Please note that as this is a preview, there may be small changes to the final version.*