**Mock Application Form**

Trustee of the Year Award 2021

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| This is an advance copy of the official Charity Impact Awards entry form. The official online entry form will be available from 6 September 2021. All entries must be submitted **via the online form** by the closing date of 1 October 2021.  **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 6 September 2021 you can copy your answers from this document into the online form at [www.charityimpactawards.ie](https://euc-word-edit.officeapps.live.com/we/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. It is open to **registered charities only**.

All entries in this category must be accompanied by:

1. A completed application form (this can be filled in online from 6 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. Focus on the nominee’s work as part of the board of the organisation rather than any on-the-ground volunteering that they may do.

Think about the audience when you write and use plain English.

**PLEASE NOTE THAT EACH QUESTION HAS A CHARACTER LIMIT RATHER THAN A WORD LIMIT.**

1. **What is the purpose of the nominee’s organisation, and how has the nominee advanced that purpose through their work on the board?**

Please describe the organisation’s mission, and how the nominated trustee has helped to drive that purpose forward as part of the board.

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 through their governance . **(Character limit: 1,500)**

1. **How has the nominee demonstrated leadership as part of the board of trustees?**

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

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

Describe how the nominee has integrated good practice standards of governance — 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 board?**

Describe how the nominee, through their work on the board of trustees, has helped to ensure that the organisation is accountable and transparent in its governance. **(Character limit: 800)**

**Video Guidelines**

All entries in this category must be accompanied by a short video. 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 2021.*

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

The video **must not be more than 90 seconds long**. You will need to upload it publicly on YouTube so that you can post the link into the online application form.

**Photo Guidelines**

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

**Questions?**

Please direct any questions about your nomination to [emily@wheel.ie](mailto:emily@wheel.ie).

The online application form will be available at

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

from 6 September 2021.

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