



SCOTTISH CARE'S

Care at home  
& housing  
support  
awards 2020

Awards Rules & Tips



Scottish Care

Voice of the independent care sector

Enter at [www.scottishcare.org](http://www.scottishcare.org)

## Rules for making an Awards Nomination



The Care at Home and Housing Support Awards 2020 will be open for nominations from 17th January- 28th February.



The Awards are open to Scottish Care Members only



When you begin to populate your online nomination form with information, you must complete it in one sitting. It may be helpful to print off the entry form/read through on screen before you begin the process.



Please adhere to the word limits for each of the questions within the nomination form. Please note that we do not accept any supplementary evidence, therefore any testimonials must be included within the existing word limit.



After the nomination period, the entries will be considered by a panel of judges who will shortlist the finalists in each category. These will be publicised by Scottish Care in due course. Unfortunately, due to the volume of nominations we cannot contact unsuccessful entrants individually and will only be contacting those who are shortlisted as finalists. Please keep checking our website for updates.



Please direct any queries relating to the awards via email to [awards@scottishcare.org](mailto:awards@scottishcare.org) or via telephone to 01292 270240.



## Tips for a successful Awards Nomination



Read through on screen or print off the entry form to allow you to work offline and consider your response.



Carefully consider the categories before you begin your nomination. You can enter more than once category and make more than one nomination in the same category but if you do so you must complete nomination forms for each one separately.



Don't leave it to the last minute! If you begin preparing early then you will have the time and clarity to put forward the best and most accurate nomination, giving you a better chance of success.



Provide evidence. Successful nominations demonstrate clear examples of what the person, team or organisation that is being put forward for the award have achieved.



Consider impact. Not only should you explain to the judges what has happened - you should try to demonstrate the positive impact it has had, either on service users, other colleagues or the wider community or care sector.



Follow the rules - get your nomination completed and submitted on time and only upload relevant supporting material that best illustrates why the person, team or organisation you are putting forward deserves to win.



Proof read. Remember to read back through your nomination and check you are absolutely happy before you submit it. Watch out for spelling mistakes and any acronyms that might not be understandable to the judges. Try to use plain English and perhaps ask a colleague to take a look through - another set of eyes is always helpful to iron out any errors!

