

## HELOA Best Practice: Collaboration Award 2024

### How to Enter

Entering a project for an award is easy, free and open to any HELOA member at any level, but please make sure you seek institutional approval before you apply.

1. Complete the HELOA Awards entry form using the entry guidelines. Entries should be submitted via the Google form by 4pm on Friday 13th October. Shortlisted entrants will be notified by 5pm on Friday 10th November.
2. A panel of judges formed of HELOA UK Committee members and award sponsors will shortlist up to four finalist entries who will be invited to the awards dinner on the 11th January.
3. The award-winning entry will be featured on the HELOA website, receive a trophy, and finalist institutions will also receive a certificate. A maximum of three trophies per winner/nominee will be available. Any other collaborators who wish to receive an award can arrange this after the conference at the cost of the institution.

### Entry Guidelines

- The HELOA Best Practice Awards are only open to HELOA member institutions and should be submitted by a HELOA member.
- The entry must detail work that has taken place in the last three years or fewer. The work may be on-going.
- Each member is entitled to submit one entry per award. Multiple applications from institutions are acceptable as long as they are led by a different HELOA member.
- We recommend that you **use the guidance below** to compile your answers to each question on a word processor and then copy and paste them into our online submission form on the website: <https://www.heloa.ac.uk/awards/>
- Entries will be scored out of 20 with 5 marks being awarded for each of the categories below. Entries will be expected to show good use of available resources and value for money. Available budget will be taken into consideration when judging project outcomes.
- Please feel free to provide existing feedback from project participants, such as quotes, or articles. (If you would like to submit any photos, please email these to [training@heloa.ac.uk](mailto:training@heloa.ac.uk)).
- Please provide a summary of the project in no more than 100 words. Should your project be shortlisted, this summary will be included in the conference brochure and related communications.
- Entries that are shortlisted will need to be a full delegate at the HELOA National conference in order to attend the awards and gala dinner. Any awards/certificates can be collected by a member of your institution that is attending as a full delegate or by your group chair.

If you have any questions please contact the Training Team on [training@heloa.ac.uk](mailto:training@heloa.ac.uk).

**Background and context (max 750 words) scored out of 5**

**Please include:**

- Background and context within the partner institutions, the sector as a whole, any research, and the situation that led you to develop the project.
- What were your project aims, what did you want to achieve? These can be short or long term goals and may be ongoing

**Judges will score on:**

Did the project aims accurately reflect the project as a whole? Is there a clear target group and does the project successfully tap into the needs of that group?

Did the project present a new solution to an existing problem or was this a new idea. How did the context successfully lead to the development of the project?

**Collaboration (max 750 words) scored out of 5**

**Please include:**

- How you expect(ed) to achieve the aims and objectives; the project timeline; research undertaken; methodology used; resources used; challenges encountered; expected and unexpected outcomes.
- How partners have worked collaboratively to deliver the project

**Judges will score on:**

Was this collaborative project successful? Did each party contribute and was each party represented? Did both parties have an equal stake in the project aims and how has it benefited participants and leads? How successful was the relationship developed?

**Value for money & Sustainability (max 750 words) scored out of 5**

**Please include**

- Explanation on how you calculated the project budget
- Complete cost breakdown of project (This may be materials/resources, staff and ambassador costs, venue costs, marketing and comms etc.)
- How you have considered sustainability while planning through use of resources, programme design etc.

**Judges will score on:**

To what extent did the project deliver an appropriate return on investment? In your opinion, was the budget allocated to relevant and appropriate costs? Has sustainability been considered?

**Evaluation and Impact (max 750 words) scored out of 5**

**Please include:**

- How was impact/success measured? How was the project evaluated and what are your reflections on the results? Supporting qualitative and quantitative information and feedback are welcomed.
- You might also wish to discuss whether the project impact met or exceeded the stated aims and objectives, or if there were any unexpected aspects to the project's impact.

**Judges will score on**

Was the intended impact achieved? Do you think the evaluation methods chosen were effective and appropriate to the project? Were the outcomes of the project recorded carefully and thoroughly?

- 5 - All aspects of the category were achieved to an excellent standard.
- 4 - Most aspects of the category were achieved to a good standard.
- 3 - Most aspects of the category were achieved to a satisfactory standard.
- 2- The category was mostly unsatisfactory.
- 1 - The category was poor.
- 0 - The category was not addressed.