

# Guidelines

## Please read the following Guidelines before completing the Application Form

### 1. Introduction

The objective of the Kerry Community Awards is to recognise the work of the community and voluntary sector that seeks to improve the Social, Economic, Cultural and Environmental quality of life in our local communities, both urban and rural.

Application to the Kerry Community Awards is in recognition of good practice models of community projects already implemented. An Annual Recognition Awards Ceremony is held with the top ten entries (Gold Winners) and next ten (Silver Winners) receiving a monetary prize and plaque. The Overall Winner receives overall monetary prize and Trophy.

### 2. Kerry Community Awards Committee

The Kerry Community Awards Committee is made up of representatives from the Kerry Public Participation Network (PPN), Kerry County Council, The Kerryman, Local Development Company (NEWKD), Udarás na Gaeltachta, Credit Union & Southern Marketing Design Media.

### 3. Eligibility Criteria

Kerry Community Awards are open to all community and voluntary groups based in the county, regardless of size or location.

Groups must assist, support or enrich their community in some way, either socially or economically.

**The following criteria must be met in order to be eligible to apply:**

- Awards will only be given to voluntary & non-profit making groups and organisations to support community initiatives that benefit residents of Kerry. **Applications from individuals will not be accepted.**
- The group must not have been a Gold Winner or Overall Winner in the previous 2 years. This is to allow for new groups to come through and progress.
- Groups must be registered with the Kerry Public Participation Network (PPN). If your group is not registered with the Kerry PPN, please visit [www.kerryppn.ie](http://www.kerryppn.ie) for access to the registration page.

- Only work already completed can be submitted to the Awards Scheme.
- All questions on the application form are to be attempted, and if not applicable, a rationale as to why. **Incomplete application forms cannot be considered and will be returned to the applicant.**

**Please note:**

- **Pre-eligibility checks will be carried out on all applications prior to assessment.**
- **Misinformation may lead to disqualification and/or the repayment of any award made.**

Kerry Community Awards Committee reserves the right to publish a list of finalists in the Kerryman Newspaper / Kerry County Council's website [www.kerrycoco.ie](http://www.kerrycoco.ie) / Kerry PPN website [www.kerryppn.ie](http://www.kerryppn.ie)

#### 4. Selection Process & Assessment Criteria

An independent Adjudication Panel will assess applications and recommend applications for award.

All applicants will be notified whether or not their application has been shortlisted for an award.

The assessment criteria applied by the Adjudication Panel when assessing applications is as follows: -

#### **Scoring Matrix**

Evidence of Community Involvement	(15 Marks)
Sustainability	(10 Marks)
Best Community Model in Project Development & Management	(15 Marks)
Positive Impact of Project	(25 Marks)
Socially Inclusive Working Methods	(10 Marks)
Future Benefit to the Community	(25 Marks)
<b>Total Marks</b>	<b>(100 Marks)</b>

## 5. The Application Process

- Applications must be made on the 2023 Kerry Community Awards Application Form.
- Incomplete application forms cannot be considered and will be returned to the applicant. All questions on the application form are to be completed, and if not applicable, a rationale as to why.
- Photographs or Video Clips as part of the application are welcomed from groups, if available. **PLEASE DO NOT SUBMIT ORIGINALS AS THESE MAY NOT BE RETURNED.**
- **If you need assistance in putting together an application, please make contact with your Local Development Office: NEWKD 066-7180190 / SKDP 066-9472724.**

Application forms are available from:

The Community Department, Kerry County Council, County Buildings, Rathass, Tralee, Co. Kerry and online [www.kerrycoco.ie](http://www.kerrycoco.ie)

Forms also available from: -

- Kerry PPN [www.kerryppn.ie](http://www.kerryppn.ie)
- Kerry County Council Branch Libraries and Area Offices
- Credit Union Offices in Kerry
- The Kerryman Office, Denny Street, Tralee.
- Local Development Offices
- Local Post Offices

Completed entries can be returned by post or email:

**Post to:** Kerry Community Awards, C/o Kerry PPN, Community Department, Kerry County Council, County Buildings, Rathass, Tralee, Co. Kerry.

**Email:** [kerrycommunityawards@kerrycoco.ie](mailto:kerrycommunityawards@kerrycoco.ie)

Contact Phone No: 066-7183672 (Kerry PPN, Community Department, Kerry County Council)

Office Hours: 9.00 a.m. – 5.00 p.m. (Monday to Friday)

**The closing date for receipt of applications is  
Thursday 16<sup>th</sup> March 2023**