

The project should be the focus of your entry and all entries should be made via the online Entry Form in English. If you cannot enter the contest online, print, fill and post the completed eight-page form to:

2020 Ockenden Prizes, c/- Context Graphics Limited, 1 Savernake Court, Old Church Lane, Stanmore, Middlesex, HA7 2RJ, United Kingdom to be received no later than November 30, 2019.

PART I: YOUR DETAILS

1. Organisation name * _____

2. Your organisation's website address (URL): * _____

3. Your name: *
Prefix _____ 1st name _____ Family name _____

4. Your email address: * _____

5. Your position in the organisation: * _____

6. Your organisation's postal address: *
Street Address _____

Address Line 2 _____

City _____ County / State / Region _____

Zip / Postal Code _____ Country _____

7. Correspondence address (if different): *
Street Address _____

Address Line 2 _____

City _____ County / State / Region _____

Zip / Postal Code _____ Country _____

8. Are you entering your own organisation's project or nominating a partner / affiliate project? If you select 'Other organisation's project', you will have to answer questions 8(a) to (i) of the Entry Form. *

Own organisation's project

Other organisation's project

If you ticked the box 'Own organisation's project', go straight to Section II, Question 9.

8(a). Your nominee organisation's address (inc. Postcode): *

Street Address

Address Line 2

City

County / State / Region

Zip / Postal Code

Country

8(b). Contact name at nominee organisation:*

Prefix

1st name

Family name

8(c). Nominee organisation's website address: * <https://>

8(d). Nominee's telephone number(s) (inc. country and area code(s) *

Mobile:

Other:

8(e). Nominee contact's email address: *

8(f). What is your organisation's relationship to your nominee's organisation?

Please explain (max. 100 words): *

8(g). Has your organisation been directly involved in the project you are nominating? *

YES

NO

8(h). If 'YES', please describe in what capacity (max. 250 words): *

8(i). If 'NO', please explain why you decided to nominate this organisation's project? For example, you believe it to be an instance of best practice that deserves recognition? (max. 250 words): *

PART II: DETAILS OF YOUR ORGANISATION

9. What does your organisation (or the organisation that you are nominating) do? Please provide a brief summary of your organisation's goals, purposes and activities (max. 250 words): *

10. Is your organisation registered with any local, national or international body? If 'Other' please specify * YES NO Other

If 'YES', please provide details (including registration number and registering body): *

Registration No.:

Name of registering body?

PART III: FINANCIAL INFORMATION

11. Do you have audited accounts for 2018-2019?): * YES NO

If 'YES', please attach a copy. *

If 'NO', what evidence can you provide of your organisation's accounts and financial governance? *

12. What was your organisation's annual operating budget in . . . *

2018 – 2019: \$

2017 – 2018: \$

2016 – 2017: \$

13. Who were your top three donors in . . . *

2018 – 2019: \$

2017 – 2018: \$

2016 – 2017: \$

14. . . . and how much did each of your top three donors contribute in . . . *

2018 – 2019: \$

2017 – 2018: \$

2016 – 2017: \$

15. How many staff are employed by the organisation whose project is being entered? *

PART IV: PROJECT DETAILS

16. Name of project † you are submitting? *

† See the Rules and Judging Criteria for the meaning of 'project' in the context of this competition.

17. Project start date: *

18. Current status of the project (e.g. ongoing): *

19. End date or projected end date: *

20. Geographical location(s) of project: *

21. Please summarise the project's aims and activities (max. 250 words): *

22. What have been the most important achievements of this project (max. 250 words): *

23. How does this project promote self-reliance for refugees and/or displaced people?
(max. 250 words): *

24. What evidence can you provide about the achievements and effectiveness of this project? (max. 250 words): *

25. Why does this project deserve to win an Ockenden International Prize?
(max. 250 words): *

PART V: REFEREES

26. Please provide the names and contact information of two referees to support your submission. (Referees may be consulted for shortlisted entries). *

26(a). Your 1st referee's details: *

Name: _____
Prefix 1st name Family name

Organisation: _____

Email: _____

Phone No.: _____

26(b). Your 2nd referee's details: *

Name: _____
Prefix 1st name Family name

Organisation: _____

Email: _____

Phone No.: _____

PART VI: DECLARATIONS

Ockenden International has a duty to ensure that prize money is only used for activities which are charitable under English law. Prize money must only be used to help refugees and/or displaced persons in need. *

AGREE

NB: Please be aware that international foreign exchange regulations can sometimes impact on Ockenden International's ability to make timely payments to some winners of the annual prizes registered in countries on international banking 'watch lists'.

Please briefly explain how your organisation proposes to use prize money if it is a recipient of an Ockenden International Prize. (Please note the response to this question is for administrative purposes only and will not be considered by the judging panel when making their assessments and decisions.) *

Does your organisation have a 'Safeguarding Policy' or any other policy document(s) in relation to the protection of children, vulnerable persons and anyone else who comes into contact with your organisation. *

YES

NO

If 'YES', please attach a copy of the relevant documentation *

If not already covered by your policies, please explain the procedures your organisation has in place to: a) carry out checks in relation to staff and volunteers; b) encourage reporting of concerns and complaints by beneficiaries, staff and volunteers; c) investigate concerns and complaints; and d) report concerns and complaints to relevant authorities, where appropriate. *

Please tick the box to confirm that you have read, and agree to be bound by, the Entry Rules.

Please tick the box to confirm that, to the best of your knowledge, all the information provided is complete, accurate and true and this entry conforms to the Entry Rules and Judging Criteria.

Please tick the box if you can provide evidence of sound financial governance.

Please tick the box to confirm that you will promptly provide any additional information requested by Ockenden International.

Please tick the box to confirm that you agree that any prize money will only be paid to the organisation which managed a successful project and that the prize money must be used to help refugees and/or displaced persons in need.

How you learned about Ockenden International's Prizes for refugee and/or IDP projects

Google

www.ockendenprizes.org

Industry conference

Facebook

LinkedIn

UNHCR

www.fundsforNGOs.org

Thank you for entering the 2020 Ockenden International Prizes competition. Good Luck!

Completed hardcopy entries should be posted to the address below to be delivered no later than November 30, 2019:

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c/- Context Graphics Limited
1 Savernake Court,
Old Church Lane
Stanmore
Middlesex HA7 2RJ
United Kingdom