

Questions marked with \* must be completed

The project – for refugees and/or Internally Displaced People (IDPs) – should be the entire focus of your entry, which must be in English. The online interactive Entry Form (at [www.ockendenprizes.org](http://www.ockendenprizes.org)) is preferred. If it is not possible for you to enter the contest via the Internet, print, fill and post this form to:

2022 Ockenden Prizes, c/- Context Graphics Limited, 1 Savernake Court, Old Church Lane, Stanmore, Middlesex, HA7 2RJ, United Kingdom, to be received no later than Tuesday, November 30, 2021.

## PART I: YOUR DETAILS

1. Organisation name \* \_\_\_\_\_

2. Organisation's website address (URL): \* https:// \_\_\_\_\_

3. Your name: \* \_\_\_\_\_  
Prefix Given name(s) Family name

4. Your email address: \* \_\_\_\_\_

5. Your job title in the organisation: \* \_\_\_\_\_

6. Organisation's postal address: \* \_\_\_\_\_

Street Address

Address Line 2

City

County / State / Region

Zip / Post Code

Country

7. Your telephone number(s) (inc. country and area code(s)) \* \_\_\_\_\_

Mobile: \_\_\_\_\_

Work: \_\_\_\_\_

8. Correspondence address (if different): \* \_\_\_\_\_

Street Address

Address Line 2

City

County / State / Region

Zip / Postal Code

Country

9. Has the organisation entered Ockenden International Prizes before?: \* YES  NO

If 'YES', what year(s)? \* \_\_\_\_\_

10. 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 10(a) to 10(k) of the Entry Form. \*

Own organisation's project

Other organisation's project

If you ticked the box 'Own organisation's project', go straight to Part II / Question 11.

10(a). Your nominee organisation's name \* \_\_\_\_\_

10(b). Your nominee organisation's address: \*

\_\_\_\_\_  
*Street Address*

\_\_\_\_\_  
*Address Line 2*

\_\_\_\_\_  
*City*

\_\_\_\_\_  
*County / State / Region*

\_\_\_\_\_  
*Zip / Post Code*

\_\_\_\_\_  
*Country*

10(c). Contact name at nominee organisation: \*

\_\_\_\_\_  
*Prefix*

\_\_\_\_\_  
*Given name(s)*

\_\_\_\_\_  
*Family name*

10(d). Nominee contact's email address: \*

\_\_\_\_\_

10(e). Nominee organisation's website address: \* *https://* \_\_\_\_\_

10(f). Your nominee contact's position in the organisation: \* \_\_\_\_\_

10(g). Nominee contact's telephone number(s) (inc. country and area code(s)) \*

\_\_\_\_\_  
*Mobile:*

\_\_\_\_\_  
*Work:*

10(h). What is your organisation's relationship to the nominee organisation?

Please explain (max. 100 words): \* \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

10(i). Has your organisation been directly involved in the project you are nominating? \*

YES

NO

10(j). If 'YES', please describe in what capacity (max. 250 words): \* \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**10(k). 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): \*

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**PART II: DETAILS OF THE ORGANISATION ENTERING THE PROJECT**

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

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**12. Is the 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 Nr: \_\_\_\_\_

Name of registering body: \_\_\_\_\_

**PART III: FINANCIAL INFORMATION**

**13. Can the organisation whose project is being entered provide audited accounts?:** \* **YES**  **NO**

If YES, you must attach a copy of the latest available audited annual accounts \*

If 'NO', what evidence can you provide of the organisation's financial governance? Annual bank account, balance sheet, income and/or cash flow statements for example\*

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**14. What was the organisation's latest annual operating budget?** \*

Year:

Amount (\$):

15 (a). Does the organisation entering the Prizes accept donations? \* **YES**   
**NO**

If 'YES', what was the total value of donations to the organisation in . . .

2021: \$

2020: \$

2019: \$

15 (b). How much did the organisation's top donor contribute in . . .

2021: \$

2020: \$

2019: \$

16. How many staff – full plus part time – are employed by the organisation whose project is being entered? \* \_\_\_\_\_

17. Provide a diagram – or link to one – of the entry organisation's structure, highlighting and locating the entered project within the structure. (.pdf or .doc / .docx)

https://

#### PART IV: PROJECT DETAILS

18. Name of project† you are submitting? \* \_\_\_\_\_

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

19. Project start date: \* \_\_\_\_\_

20. Current status of the project (e.g. ongoing): \* \_\_\_\_\_

21. End date or projected end date: \* \_\_\_\_\_

22. Geographical location(s) of project: \* \_\_\_\_\_

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

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

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

\_\_\_\_\_  
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 \_\_\_\_\_  
 \_\_\_\_\_

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

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**26. What are/were the project's outcomes?** Please provide evidence of the achievements and effectiveness of the project entered. (max. 250 words): \*

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

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**28. What makes the project entered unique?**  
(max. 100 words): \*

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**PART V: REFEREES**

Please provide the names and contact information of two referees – independent of the organisation and/or nominee entered – to support your submission. (If shortlisted your referees will be contacted by the organisers of the Ockenden International Prizes). \*

**29 (a). The 1st referee's details: \***

Name: \_\_\_\_\_  
Prefix Given name(s) Family name

Organisation: \_\_\_\_\_

Email: \_\_\_\_\_

Phone Nr. (inc. country and area codes: \_\_\_\_\_

**29 (b). The 2nd referee's details: \***

Name: \_\_\_\_\_  
Prefix Given name(s) Family name

Organisation: \_\_\_\_\_

Email: \_\_\_\_\_

Phone Nr. (inc. country and area codes: \_\_\_\_\_

**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 affect 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 the 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.) \*

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Does the 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 the organisation. \*

YES

NO

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

If 'NO', please explain the procedures the organisation has in place to:

**a) carry out checks in relation to staff and volunteers;**

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**b) encourage reporting of concerns and complaints by beneficiaries, staff and volunteers;**

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**c) investigate concerns and complaints; and . . .**

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**d) report concerns and complaints to relevant authorities, where appropriate.**

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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 additional 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 did you learn about the Ockenden International Prizes?**

**Google**

**www.ockendenprizes.org**

**Industry conference**

**Facebook**

**LinkedIn**

**UNHCR**

**www.fundsforNGOs.org**

**Other**

**If 'Other' please specify:** \_\_\_\_\_

**Thank you for entering the 2022 Ockenden International Prizes competition. Good Luck!**

*Completed hardcopy entries should be posted to the address below to be received no later than Tuesday, November 30, 2021.*

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c/- Context Graphics Limited  
1 Savernake Court,  
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Stanmore  
Middlesex HA7 2RJ  
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