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| SFW dark blue | **Scotland’s Finest WoodsAwards** |

**Community Woodlands Award 2017**

**£2,000 of prize money available**

**Winner’s Prize for each category: £1,000**

**What is it for?**

All over Scotland people are working to support their local communities through woodland projects. Our judges want to recognise and reward their achievement.

**What sort of project is eligible?**

Entry is open to community-based woodland projects from any part of Scotland. There are two prize categories and entrants can enter the one applicable to their community woodland group:

* **Small community woodland group** - entry is open to projects such as community woodlands, urban woodlands or other projects that focus on involving communities with their woodland environment and thereby enhancing the lives of local people. Your community woodland group is likely to be entirely made up of volunteers and with an annual turnover of no more than £20,000. You will be asked to demonstrate the contribution that your project makes to the lives of local people and explain the steps you are taking to ensure sustainability of the project for the long term.
* **Large community woodland group** – you will be a large community woodland group and may have a member of staff or someone working with you on a dedicated time basis. Your turnover is likely to be over £20,000/annum. You will be asked to demonstrate how your project contributes to sustainable development across the three strands of social, economic and environmental development. The judges will be looking for a holistic approach that delivers outcomes and benefits across all three strands.

All entrants should be able to demonstrate significant and sustained community input.

**Prizes**

There is £2,000 in cash prizes available. This shall be awarded by way of **£1,000** for the winning project in each category at the discretion of the judges.  In addition, the prestigious **Tim Stead Trophy** will be awarded to the best winning project overall at the discretion of the judges with custody for one year.

Other high quality entries may receive a judges’ commendation.

The winners and any commended entries will receive a **certificate** and a **wooden display plaque** recording their achievement.

**Award ceremony**

The winning projects will be presented with their prizes on **Friday, 23rd June 2017** at the Royal Highland Show at Ingliston, Edinburgh.  An additional presentation can be made on the project site so that all those involved can join the celebrations.

**Judging**

The judges aim to **visit short-listed** **entries during April/May 2017**. You will be contacted by the judges regarding any site visit during April 2017.

Our judges' task will be to find and reward the pursuit of excellence and the judges will assess entries against the following criteria:

* Quality of entry form and supporting information
* Clarity of project management objectives
* Quality of project design and implementation
* The degree of progress and necessary adaptation since inception, including looking at future sustainability of the group and its work
* Likelihood of achieving the project’s original objectives.

Aspects that the judges will be looking for include:

* An innovative approach
* Active engagement by the local community
* Woodland management appropriate to the site
* Safeguarding and enhancing natural heritage and historic environment features
* Provision of recreation and other community facilities
* Direct or indirect economic benefits to the community.

**How to enter**

Simply complete a short entry form to provide the location, contact detail, summary project information and a statement in no more than **500 words** why you think your entry would make a worthy winner of this prestigious award and be an exemplar to others..

Copies of this entry form can be downloaded from the SFW website [www.sfwa.co.uk](http://www.sfwa.co.uk) and should be submitted electronically unless otherwise agreed in advance.

If you wish you may provide supporting information such as a summary project or business plan, latest annual accounts, map, publicity leaflets, photographs or videos (though these must be no more than 60 seconds maximum) to help our judges make their decision. Ideally these should be sent electronically; otherwise by post (two copies please). Any email (including any attachments) must not exceed 10MB in total though you may send 2-3 emails if necessary.

**Closing date for entries**

**Please submit your application as early as possible and by Friday, 31st March 2017 at the very latest. Late entries will not be considered.**

**Publicity**

An objective of Scotland’s Finest Woods and its partners is to showcase exemplars of good practice so as to encourage others. By entering the competition, entrants are accepting that their woodland may be used as an example of good practice in post-competition publicity and, as may be agreed with the entrant, in other ways.

In order to maximise the potential for obtaining publicity entrants are requested to provide publication quality photography as well as a video of up to a maximum 60 seconds length if available.

**For more information please see** [**www.sfwa.co.uk**](http://www.sfwa.co.uk) **or contact:**

Angela Douglas, Scotland's Finest Woods Awards, c/o A Douglas Consultancy, 3 Salisbury House, Strathpeffer, Ross-shire, IV14 9AU. Tel: 07969 327015. Email: [admin@sfwa.co.uk](mailto:admin@sfwa.co.uk)

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**Name of woodland: ……………………………………………………………………………............**

**Location: .....................................................................................................................................**

**Ownership details: ……………………………………………………….…..………………………...**

*It is important that a contact point is provided who will be responsible for liaising with us on important aspects such as arranging any judging visit. Both the owner and property names stated on this application form will be used on any certificates, or other records, in event of winning therefore please ensure these are correct. Do include details of an additional contact if you are likely to be unavailable for significant periods.*

**Name of Contact: …………………………………………………………….…………………………**

**Contact Address: ……………………………………………………………………………………………………………...**

**......................................................................................................................................................**

**......................................................................................................................................................**

**Phone Numbers: ……………………………………………………………………………………………………………...**

**Email Address: ……………………………………………………………………………………………………………...**

**Please indicate the competition categories that you consider are applicable to your woodland:**

*Please note that you can enter either or both categories as applicable to your woodland.*

* + **Small community woodland group** - entry is open to projects such as community woodlands, urban woodlands or other projects that focus on involving communities with their woodland environment and thereby enhancing the lives of local people. Your community woodland group is likely to be entirely made up of volunteers and with an annual turnover of no more than £20,000. You will be asked to demonstrate the contribution that your project makes to the lives of local people and explain the steps you are taking to ensure sustainability of the project for the long term.
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| 1. **You must include a location map showing the meeting point and directions to the meeting point for the judging visit.**   **Map supplied (tick)**  *Note: You may provide us with a revised meeting point at a later date but it saves time for us to have this information when you make your entry.*  Please list below any supporting material you are submitting that will help our judges make their decision. For example, documents such as a Summary Project or Business Plan and your most recent set of annual accounts will be particualrly useful to the judges. Any supporting information should be sent electronically unless agreed otherwise. Other useful supporting material may include maps, publicity leaflets and emailed photographs though no more than 5no. please and, if available a video of up to 60 seconds maximum length. |

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| **2. Please provide a brief summary of your project describing the woodland area (state the woodland’s area in hectares), project background, aims, timescale (to date and in future), woodland as well as project management and any staffing/resources/volunteers.** |
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| **3. Please describe briefly how your approach to woodland management is supporting the achievement of your project’s contribution to enhancing the lives of local people and/or sustainable development objectives (delete as appropriate).** |

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| **4. In no more than 500 words, please describe how your project meets the competition objectives of small/large community woodland group (delete as appropriate). We are interested in both the activities you are delivering and the long-term outcomes/impact on your community. Explain why you think your entry would be a worthy winner of this prestigious award and an exemplar to others.** |

**Your entry form and any supporting information should be submitted as early as possible and by Friday, 31st March 2017 at the very latest. Late entries will not be considered.**

Please submit this entry form electronically to [admin@sfwa.co.uk](mailto:admin@sfwa.co.uk) unless otherwise agreed in advance.

Two hard copies of any supporting material can be sent to: Angela Douglas, Scotland's Finest Woods Awards,

c/o A Douglas Consultancy, 3 Salisbury House, Strathpeffer, Ross-shire, IV14 9AU.