



# CSJ Awards 2022 - Application Form Guide

## Welcome to the application form for the CSJ Awards 2022

The CSJ Awards 2022 celebrate charities and social enterprises who are proving themselves effective at preventing and tackling poverty in Britain.

Four winners will receive a £10,000 grant and their work will be showcased in front of hundreds of leading figures from across the country.

Previous award winners have been profiled on primetime television, had their services endorsed by Government and have secured additional funding as a result of the exposure that the CSJ Awards gave them.

We really want to get to know you and understand what you do and the impact you are having however we also recognise that you are very busy. The CSJ Awards application process has been developed with this in mind by splitting the application process into two parts. Part One will be open to everyone, asking for basic information about your organisation and then there are four slightly longer questions giving you an opportunity to provide an overview of your work and your aspirations for your community.

**The closing date for Part One is 31<sup>st</sup> August 2021.**

We will then invite shortlisted charities to complete Part Two of the application process where we will ask for more information relating to your reach and impact. The questions for both parts are given below.

Before continuing to the on-line form, please ensure you are eligible to apply and then read all the information in this document which will help you complete the on-line application form.

Please note that organisations that have previously won CSJ Awards within the last five years will not be considered.

## A) Eligibility

Before completing the application form, please ensure your organisation is eligible. You must be able to answer YES to all the following:

- > Your focus is on groups and communities that are the most deprived in the UK, tackling the root causes of poverty through innovation and collaboration.
- > You are ambitious for the lives of your clients/community and seek to engage them fully in all your work.
- > You work within at least one of the main policy areas of the CSJ:
  - Work & welfare
  - Education
  - Debt, Housing & Financial Inclusion
  - Criminal Justice
  - Addiction
  - Family
  - Modern slavery
- > Your organisation has an annual income of less than £2 million
- > You have been operating for at least a year and have at least one set of financial accounts.
- > Your organisation should be incorporated and registered as a charity, social enterprise or profit with purpose company that has social purpose clearly embedded into its articles via an asset or mission lock. *(We will consider a range of legal structures including a registered charity, charitable incorporated organisation (CIO), company limited by guarantee (CLG), company limited by shares (CLS), community interest companies (CIC), and community benefit society (CBS). We do not accept unincorporated entities.)*

**As part of the awards, a film is made of each winner to promote their work. This will happen between mid-December and the end of January 2022. By submitting a form, you are agreeing that you are available between these dates to facilitate the filming at your charity.**

For any queries please contact [CSJAwards@centreforsocialjustice.org.uk](mailto:CSJAwards@centreforsocialjustice.org.uk)

## B) Use of the on-line application form

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We hope you find the on-line form straightforward to complete but if you have any difficulties please do email us and we will look to get back to you as soon as possible.

Access to the application form is via the 'Application Form' button on the CSJ website [www.centreforsocialjustice.org.uk/about-the-csj-alliance/apply-awards-2022](http://www.centreforsocialjustice.org.uk/about-the-csj-alliance/apply-awards-2022).

The form is divided into several parts across two pages. Each part will ask you about a particular aspect of your organisation. We recommend you take time, away from the form, to think through and plan your answers to the longer questions and then copy and paste these back in. This will also mean you have a backup in case there is problem part way through you completing the form.

All questions marked with a red asterisk must be completed before submitting the form. Questions on page 2 have a word limit. These are clearly shown on the form and are also given below.

You are able to save the form and come back to it at a later date. You can do this by clicking on the 'Save my progress and resume later' found at the top and bottom of each page. You will be asked to enter an email and password. Once complete, an email will be sent through to you with a link to the partially completed form. You will need to enter the password you gave to access this again.

Once a form is submitted it will be sent through to the CSJ and can no longer be amended. Forms can not be submitted after the closing date (31<sup>st</sup> August 2021).

For any queries please contact [CSJAwards@centreforsocialjustice.org.uk](mailto:CSJAwards@centreforsocialjustice.org.uk)

## C) Application Questions - Part One

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Please ensure you read any notes associated with each question as this will confirm your answers are in line with what is required. Take time to gather your information and word your answers concisely within the given word count.

By completing and submitting this form you are consenting for the CSJ to hold your information on our database.

### Organisation Details

QUESTION	DETAILS
Organisation Name	Full name of organisation
Charity Number	Only required for registered charities <i>Ensure this is entered accurately as it is the key information that we use to review your charity</i>
Company Number	Only required for registered companies
Type	Select the description that most accurately describes your organisation (charity, social enterprise, profit with purpose company).
Website	Please enter the full URL address of your website. If you do not have your own website but are on social media, please enter a link to this.
Number of staff	Please indicated the number of paid employees who work for your organisation (both full and part-time).
Number of volunteers	Select the band for the number of volunteers

### Contact Details

QUESTION	DETAILS
Main Contact	The full name of the main contact person relating to this application. <i>This will also be the person we contact relating to organisation of the filming should your charity be successful.</i>
Job Title	The full job title/role of the main contact
Email	The email address of the main contact
Telephone	The best telephone number for speaking to the main contact

### Finances

QUESTION	DETAILS
Turnover	Select the turnover band for your organisation from the options. <i>This is to allocate you to the correct awards category; a more detailed financial overview is requested should you move forward to the shortlisting phase.</i>
Changes to finances	As part of the assessment process, we will look at your finance submissions to the Charity Commission or Companies House. This question gives you an opportunity to share any significant changes to your financial situation that may have occurred that may have caused a significant fluctuation in your finances. For example, a large loss of income due to a contract finishing or changes (surplus or deficit) due to the impact of Covid-19.

## Location of work

QUESTION	DETAILS
Region	Please select from the list options the main region where your work is based.

## Main Application - Context

QUESTION	DETAILS
Areas of work	CSJ focuses its work on specific policy areas. Please select all of the areas in which your organisation impacts. <i>(Work &amp; Welfare; Financial Inclusion; Education; Addiction; Family; Criminal Justice; Modern Slavery)</i>

QUESTION	WORD COUNT
Briefly tell us your mission & objectives	100
Describe the root causes of poverty you are tackling and how you ensure you are led by your community needs.	200
Where do you see your community in the next 3 to 5 years and how will you contribute to this future? <small>This is not about where you see the growth of your charity but a chance to explain your vision for the community/ individuals you work with.</small>	200
What is unique, outstanding or innovative about your organisation? <small>This is your opportunity to tell us what is outstanding or innovative about your organisation. Please don't just cut and paste your mission.</small>	150

## D) Application Questions - Part Two

Following the deadline for the submission of Part One applications, the CSJ will complete a shortlisting process, identifying organisations we wish to take through to the next stage. These successful charities will be asked to complete a second on-line form, allowing them to share more about their work and the impact they are having. Below is an outline of the questions we will be asking in Part Two, however more details will be shared when required.

- (i) **Reach & Impact:** We will ask you to share about some of the services you provide and will be looking for data relating to the numbers accessing them and what impact these are having on the individuals/groups you are working with.
- (ii) **Case Study:** We will ask you for a case study that illustrated both the work you do and the impact it has had on individuals and groups.
- (iii) **Future:** We will ask you about your learning from the past year of Covid and lockdowns as well as your aspirations for the future. We will also be keen to learn what impact winning the Award would have on your organisation.
- (iv) **Policy:** CSJ's main focus is learning from the front-line organisations and using this to influence change in policy. We will also be asking therefore, what needs to be discussed in Westminster - what policy changes would you campaign for?
- (v) **Finance:** Finally, within the application form we will be asking for more details relating to your finances.