

Centenary Awards

Judging Process & Criteria

Centenary AWARDS

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Introduction

Firstly, thank you to all our judges for giving up their time to be part of the Brixham Chamber of Commerce's Centenary Awards. Your experience, expertise, and local knowledge will mean that the funding we have made available will have the greatest impact on Brixham.

This guide is to explain how the judging process is structured, the judging criteria for each of the three categories, and what we are looking for in a winning application.

Overview of the Judging Process

The judging structure explained over the next few pages is intended to deal with the unique circumstances surrounding this awards scheme. We expect to receive applications from April 2023 to November 2023. We do not think it in the interest of applicants for them to have to wait up to 6 months to hear if the application has been successful and if they can expect funding.

As a result, there will be three "funding rounds" with each one lasting 3-4 weeks. During this time, judges will review applications that have been received, shortlist the ones they believe most worthy of funding, and then vote on the applications other judges have shortlisted. Once the successful applications for that funding round have been selected, the judges will allocate funding to each one.

Once the funding round is complete, any remaining funds that have not been allocated (£5,000 per round available per round) will be carried forward to the next funding round when the process will start again.

Funding Round 1 - 6th June 2023 to 27th June 2023

Funding Round 2 - 1st August to 22nd August 2023

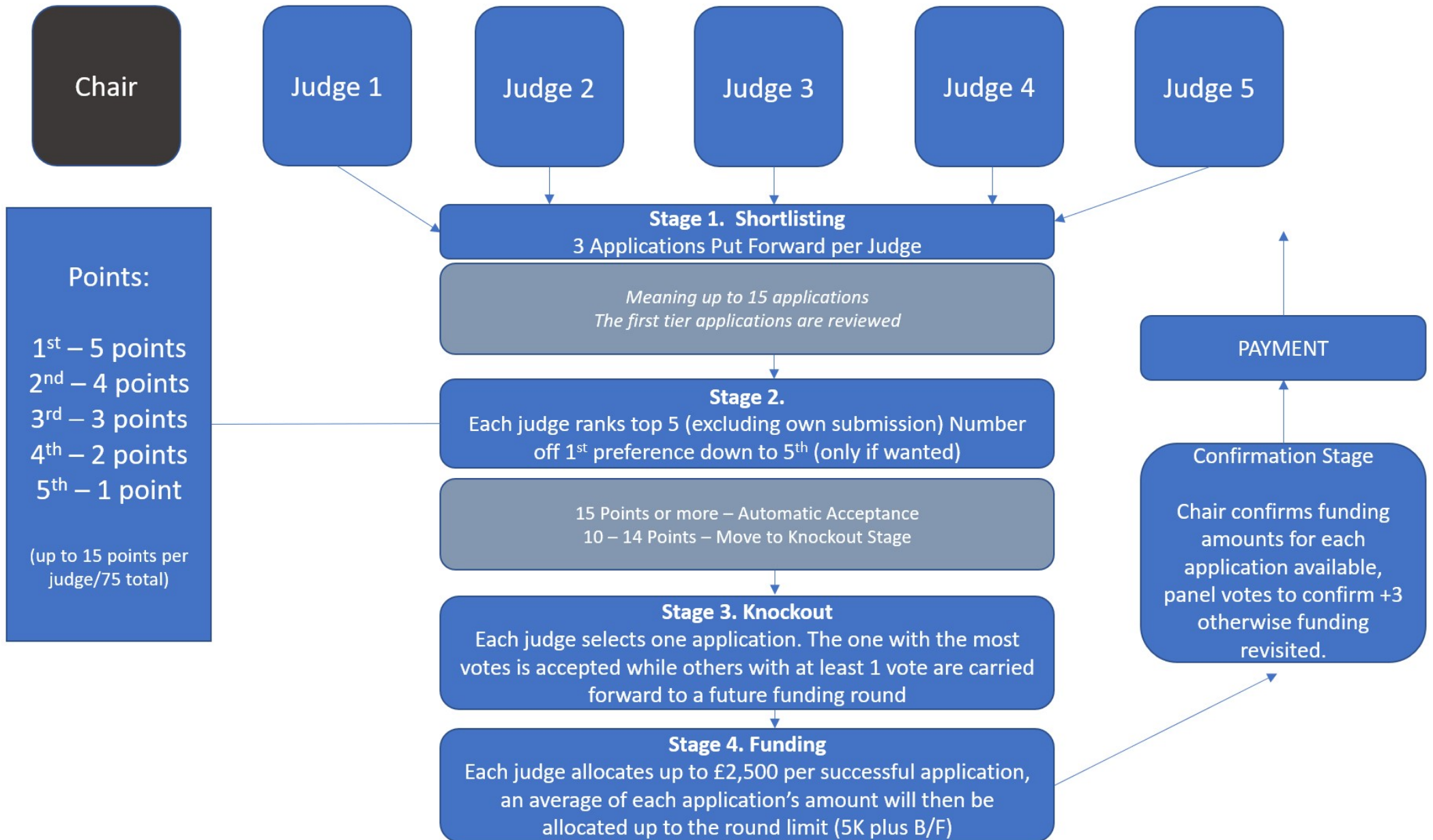
Funding Round 3 – 24th October to 14th November 2023

The judging structure is designed to:

- eliminate threats of self-interest
- Allow for carry forward of funds in the event of low application volumes during a funding round
- Allow for carry forward of applications in the event of high application funding rounds
- to ensure appropriate funding is attributed to successful applications
- Minimise time commitments for judges and allow applications to be reviewed flexibly
- Ensure applicants have certainty over the process

The following pages detail the process of a funding round:

The Funding Round



Applications

Applications are made through <https://www.brixhamchamber.co.uk/centenary-awards/>

The applicant will select the category which aligns with their proposed project.

The form asks for contact details before asking more specific questions about their proposal.



The applications contain personal and potentially commercially sensitive information, Judges will not share or discuss the details outside of the panel. Once all funding has been allocated, all unsuccessful applications will be deleted. Applications that have been successful will be retained only as long as necessary.

At the very least, judges will review the plan summary (max 250 words) before deciding whether to continue reviewing an application. This highlights the importance for applicants to highlight the crux of their proposal and ensure the judge is informed of the main points of the project.

Although there are no word limits on the sections after the plan summary, we encourage applicants not to write large quantities. The awards are not based on how well written or how long applications are, the applications are merely a tool to communicate the applicant's project to the panel and allow for reasoned judgements to be made.

Applications that have been submitted will be sent to a central inbox where the judging panel will be able to access them. Although judges can view the submitted applications at any time, selection cannot begin until the start of a funding round.

Stage 1 – Shortlisting

Once a funding round begins, new applications made after that day will not be considered until that funding round ends.

The first week of the funding round will allow for further review of the applications received and discussion amongst the panel on contenders for their shortlists.



Discussion amongst the panel is encouraged. It is likely there will be several strong applications received in each funding round, so to avoid the same ones being selected by all the judges, there will be a pre-shortlisting discussion to bring through a wider array of proposals.

Once the judges have had ample time to review the applications, the panel chair will inform judges that they have five days to provide their 3 selected shortlist applications that will move through to Stage 2.

Stage 2 – Points Round

Once the shortlisting is complete, judges will rank the applications they believe to be worthy of funding from 1st preference (5 points) to 5th preference (1 point). Judges will not be able to rank their own shortlisted applications unless they have been shortlisted by another judge too.

Any application which receives **15 points or more** will be accepted and will move forward to Stage 4.

Applications which receive **10 points or more, but less than 15 points** will move onto Stage 3, the knockout round.

Judges are under no obligation to use all their points. The judges will provide their rankings within five days of being requested to by the panel chair.

Stage 3 – Knockout Round

Applications that did not meet the threshold for automatic acceptance will have another chance to make it through. The knockout round demands that each judge pick one application they think most worthy; the one with the most points will also be carried into the stage 4.

Any applications that get at least one vote will be carried forward to a future funding round and will be dropped back into the pool of potential applications for shortlist (applicants will be informed of this).

The judges will provide their pick within three days of being requested to by the panel chair.

Stage 4 – Funding Allocation

The judging panel will now be left with a number of successful applications. Each judge will allocate between £0 and £2,500 for each application. This will be submitted to the panel chair who will then calculate the average funding for each application.



As an example, an application receives one allocation of £500, two of £1000, and two of £2000. The funding allocated to that application is £1,300.

The judges will provide their funding allocations within three days of being requested to by the panel chair. If the round limit is exceeded, the funding will be tapered so to fit within the available funding ceiling (minimum £5,000). Any unallocated funds will be carried forward to a future funding round.

Confirmation Stage

Once the chair has informed the judging panel of the funding allocation amounts for each successful application, members of the judging panel will have 48 hours to object to any of the funding applications.

An objection by more than two members of the judging panel on a single application will provide an additional 48 period for concerns to be put in writing and sent to the panel chair.

The panel chair will then consider the objection and make the decision whether to exclude the application from the funding round or to adjust the funding amount, writing to all members of the judging panel with the reasons for their decision within 48 hours.

Payment to Applicants

Once the judging panel have confirmed the funding round, the chair will contact the successful applicant to inform them of their successful application along with the amount of funding allocated to their project. Arrangements will then be made for the applicant to be paid.

The panel chair is responsible for ensuring that the funds are made available to the successful applicants in a timely manner, however where legitimate risks are identified where either proper use or safety of funds are in doubt, the chair delay payment until those concerns are addressed.

If funding has still not been made available within 60 days of the initial delay, then the chair will pass the application back to the panel judges along for reasons for delayed payment. The application will then pass through the confirmation stage again and if two or more judges object to that funding being made available the panel chair will have authority to cancel or amend the funding.

End of Funding Round

With the passing of the confirmation stage, the judging panel will be deemed off duty until the commencement of the next funding round. During that time new applications may be reviewed, however shortlisting cannot commence until the next funding round commences.

Changes to the Process

The judging panel may recommend amendments to the judging process to the panel chair at any time. The panel chair may put ideas to a vote at the beginning of a funding round and with a vote from more than 3 of the judging panel in favour, the change will be made and a new amended guide made available. The types of changes envisioned are increases/decreases in point thresholds, number of shortlist applications etc. Large changes to the process are not envisioned.