

## **Frequently asked questions**

### **Entering**

#### **Q. Who is eligible to enter the awards?**

**A.** Entry is for full and some associate ALMO members of the Federation. Entrants are not required to have signed up for **iN business for neighbourhoods**. Entry forms are available online at [www.housing.org.uk/awards](http://www.housing.org.uk/awards).

#### **Q. Can I enter the same project or scheme more than once if it is for different regions?**

**A.** Unfortunately not. Although we recognise that many of our members work across different regions, we must insist that a different project is entered within each region.

#### **Q. How many regions can our organisation enter?**

**A.** You may enter in all nine regions, but must enter a different project within each region.

#### **Q. Can ALMOs (Arms Length Management Organisations) enter?**

**A.** From 2010 ALMOs with associate membership of the National Housing Federation can enter the What We Are Proud Of Awards.

#### **Q. Are we able to submit one award entry per subsidiary or only one for the entire organisation?**

**A.** You are permitted to submit one entry per part of your organisation which is a full member of the Federation (usually this would be the parent group and its subsidiaries). For example, Orbit South Housing Association can submit an entry and Orbit Housing Group can submit an entry.

#### **Q. Do I need permission from any organisation connected with my entry?**

**A.** Yes, you should obtain permission from any organisation connected with your entry before entering, including gaining permission from anyone in your photos.

#### **Q. How do I know my entry has been accepted?**

**A.** You will get an email confirmation that your entry has been received from the relevant regional officer within 3 working days. We will then notify you, again via email, about whether your entry has been accepted. This may not be immediately as we have to read and vet all entries before they are accepted.



**Q. Do I have to attend a regional event if I do not get selected to give a presentation?**

**A.** No, you do not have to attend, but it is a good opportunity to meet with fellow colleagues and see what other housing associations are doing in your area.

**Q. Do shortlisted organisations automatically get a place at the event?**

**A.** Shortlisted organisations will be allocated one free place at the event.

### **Judging**

**Q. How are entries judged?**

**A.** Entries are judged during regional short listing days. The entry form consists of three questions in sections. Each section is then scored out of five and the organisations with highest overall scores are shortlisted.

**Q. How are national winner and highly commended finalist chosen?**

**A.** They are selected by a panel of regional representative independent judges. In 2009 our judges included Greg Campbell, Director, Campbell Tickell; Mike Gahagen, Yorkshire Forward; Liz Clarson, Chair G320; Elizabeth Cartwright, Portfolio Holder for Housing, East Hampshire District Council; Lynda Hance, CIH and Yvonne Davies, Audit Commission North.

**Q. Are tenant judges allowed to bring along guests to the regional What We Are Proud Of events?**

**A.** Due to the limited space at the events we are not able to offer free places to guests. However, if the guest is their carer or they have to be accompanied by an adult we will also allocate a place for their carer/supporter.

### **Prize Fund**

**Q. How much is the prize fund?**

**A.** The national winner will receive £1000 and the highly commended finalist will receive £500. The prize fund is sponsored by Campbell Tickell and Morrison Facilities Ltd.

**Q. Can we spend the prize fund on anything we want?**

**A.** No. The prize fund is ring-fenced to enable it to be reinvested directly in the winning project or scheme only.

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### **Problems submitting entry**

#### **Q. I'm having problems emailing my entry**

**A.** Have you checked that the file size of the email does not exceed your organisation's email file size limit? Please try splitting the email into two. Please ensure you provide contact details and title your emails appropriately.

For example:

*Email 1: Orbit Housing Association - Entry*

*Email 2: Orbit Housing Association – Supplementary Information*

#### **Q. What if I've made a mistake emailing my entry?**

**A.** Firstly don't worry. Please contact the regional events team who will delete your entry. Then you can resend any information (contact details below).

### **Contact**

#### **Q. I have other questions not covered here?**

**A.** If this hasn't answered your questions please contact [awards@housing.org.uk](mailto:awards@housing.org.uk)

**You may contact the specific region you are entering directly:**

#### **London Region:**

Natalie McGregor

T: 020 7067 1010

E: [nataliem@housing.org.uk](mailto:nataliem@housing.org.uk)

#### **Central Region**

**(Including West Midlands, East Midlands and the East of England):**

Marie Broeders

T: 07979 274621

E: [marieb@housing.org.uk](mailto:marieb@housing.org.uk)

#### **North Region**

**(Including the North West, Yorkshire & Humberside and the North East):**

Rebecca Murphy

T: 0161 873 9446

E: [rebeccam@housing.org.uk](mailto:rebeccam@housing.org.uk)

#### **South Region**

**(Including the South East and South West):**

Camying Tam

T: 0117 9529912

E: [camyingt@housing.org.uk](mailto:camyingt@housing.org.uk)

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