**Making a Difference Awards 2024**

The University of Manchester Making a Difference Awards recognise the outstanding achievements of our staff, students, alumni and external partners and celebrate how they are making a difference.

The Awards celebrate the impact our staff, students, alumni and external partners are having on the social well-being of our communities and wider society and offer the opportunity to share best practice about social responsibility and civic engagement initiatives and encourage others to get involved.

To enter the awards please ensure you that you have read the [full application guidelines](https://www.socialresponsibility.manchester.ac.uk/get-involved/awards/entry-guidelines/), [who can enter](https://www.socialresponsibility.manchester.ac.uk/get-involved/awards/who-can-enter/) and [eligibility for the category you are entering](https://www.socialresponsibility.manchester.ac.uk/get-involved/awards/award-categories/).

Here are some [tips on producing a successful entry](https://www.socialresponsibility.manchester.ac.uk/get-involved/awards/tips-for-entering/), written by a previous winner.

You may find it useful to look at the United Nations [Sustainable Development Goals](https://www.socialresponsibility.manchester.ac.uk/sustainable-development-goals/) as we ask you to map what SDG your project addresses in the entry form.

University of Manchester alumni can only enter the [Outstanding alumni contribution to social responsibility category](https://www.socialresponsibility.manchester.ac.uk/get-involved/awards/award-categories/).

Please fill in all fields as fully as possible as this information will be used to contact the nominee/ entrant.

The lead nominee is the person being nominated for an award, whether individually or as part of leading a team.

Please only submit one entry per initiative.

**You will need to complete the form in one sitting.**You may find it useful to draft your entry in [Word first](https://documents.manchester.ac.uk/DocuInfo.aspx?DocID=64877) and then complete the online form.

A shortlist will be published in March 2024, with the winners being announced at an awards ceremony on 9 May 2024.

The deadline to submit an entry is midnight on **16 January 2024.**

**Q1.**

**Your Name**

**Q2.**

**Your email address**

**Q3.**

**If you are nominating someone else, what is their name?**

**Q4.**

**Names of additional team member or a team name (if applicable)**

**Q5.**

**If you are nominating someone, please ensure that you have informed them.**

**Please Confirm**

[ ] Yes

[ ] No

**Q6.**

**Is the lead nominee/are the team members? (Please select one)**

[ ] Member(s) of staff

[ ] Students

[ ] Alumni

[ ] A mix of the above

[ ] Other

**Q7.**

**Job title/study programme of lead nominee**

**Q8.**

**Please select where the nominated person/team are based (more than one box can be selected)**

[ ] Faculty of Humanities

[ ] Faculty of Biology, Medicine, and Health

[ ] Faculty of Science and Engineering

[ ] Central PS Division

[ ] Cultural Institution

[ ] External to the University

[ ] University of Manchester alumni

**Q9.**

**Please provide the name of your School/Division/Department/External organisation**

**Q10.**

**Phone number**

**Q11.**

**We will be sending a hard copy certificate to all winners, highly commended and commended entrants. Please provide a full postal address including a postcode where this can be sent to.**

**Q12.**

**Title of project or initiative**

**Q13.**

**How do you wish to be referred to on the certificate should you receive one? For example, your own name(s), by a team name or by the project title?**

**Q14.**

**Category entered**

[ ] Outstanding benefit to society through research

[ ] Outstanding teaching innovation in social responsibility

[ ] Outstanding contribution to social innovation

[ ] Outstanding contribution to equality, diversity, and inclusion

[ ] Outstanding professional support for social responsibility

[ ] Outstanding contribution to environmental sustainability and a low carbon future

[ ] Outstanding contribution to widening participation

[ ] Outstanding public engagement initiative (please ensure you select a sub category in the next question)

[ ] Outstanding alumni contribution to social responsibility

**Q15. (Only complete if you selected ‘Outstanding public engagement initiative’ as the category for Q14)**

**Please state which sub category you are entering**

(Only **select one** from the list below) Your public engagement activity should link in some way to research and/or teaching and learning

[ ] Outstanding Local/Civic Engagement

[ ] Outstanding National/International Engagement

[ ] Outstanding Public Contribution

[ ] Outstanding Contribution by our Cultural Institutions

**Q16.**

**Which**[**Sustainable Development Goals**](https://www.socialresponsibility.manchester.ac.uk/sustainable-development-goals/)**does your project/initiative address?**

(Select a maximum of 3)

[ ]  1. No Poverty

[ ]  2. Zero Hunger

[ ]  3. Good Health & Well-Being

[ ]  4. Quality Education

[ ]  5. Gender Equality

[ ]  6. Clean Water & Sanitation

[ ]  7. Affordable & Clean Energy

[ ]  8. Decent Work & Economic Growth

[ ]  9. Industry, Innovation, and Infrastructure

[ ]  10. Reduced Inequalities

[ ]  11. Sustainable Cities and Communities

[ ]  12. Responsible Consumption and Production

[ ]  13. Climate Action

[ ]  14. Life Below Water

[ ]  15. Life on Land

[ ]  16. Peace, Justice, and Strong Institutions

[ ]  17. Partnerships for the Goals

**Q17.**

**Which of our five**[**Social Responsibility Priorities**](https://www.socialresponsibility.manchester.ac.uk/priorities/)**does your project/initiative align with?**

[ ] Social Inclusion

[ ] Prosperous communities

[ ] Better Health

[ ] Environmental Sustainability

[ ] Cultural Engagement

**Q18.**

**Summary (maximum of 50 words/350 characters)**

Please provide an overview of the project/initiative (e.g., What is it about? What are we aiming to address?).

**Q19.**

**Description (maximum of 250 words/1600 characters)**

**Describe the purpose and aims of the initiative and outline the activities that took place.**[You should carefully read and address the specific criteria for the category you are entering.](http://www.socialresponsibility.manchester.ac.uk/get-involved/awards/award-categories/)

 **Q20.**

**Impact (maximum of 200 words/1300 characters)**

**Please provide evidence of the outcomes and impact of the project/initiative (making reference to timescale and current status; any external recognition if received and any quantitative and qualitative data if appropriate).**You should carefully read and address the specific criteria for the category you are entering, this can be found [here.](https://www.socialresponsibility.manchester.ac.uk/get-involved/awards/award-categories/)

**Q21.**

**Has this initiative been entered into the Making a Difference awards before? If yes, please provide more information on the next question.**

[ ] **Yes**

[ ] **No**

**Q22.**

**If you have entered the initiative previously, please provide the project name previously used and provide a brief summary on what’s new or additional impact.** (Maximum 50 words/350 characters)

**Q23. Additional contacts**

If your initiative is shortlisted, we would like to gather more information for marketing purposes. Therefore, could you please provide the names and email addresses of **two people** who we can contact who have a good knowledge of this initiative.**These should not be people who have been directly involved in the initiative, but someone who can speak knowledgeably about it (e.g. supervisor, line manager, sponsor).**

Contact 1: Contact 2:

**Q24. Supporting material**

If your initiative is shortlisted, we would like to gather more information for marketing purposes. Please provide up to three links to visual content such as **photographs, films or social media sites** about this initiative. These will not be used as part of the judging process

**Link 1:**

**Link 2:**

**Link 3:**

**Q25.**

**How did you hear about the Making a Difference Awards?**

[ ] StaffNet/eUpdate/Managers Need to Know

[ ] Faculty/School newsletter or website

[ ] Student newsletter or email

[ ] Social Media

[ ] Word of mouth/Generic email

[ ] Social Responsibility website or newsletter

[ ] Other (Please state where)

**Privacy Notice**

**1.    Introduction**
This notice provides information about the use of personal information provided as part of your entry to Making a Difference Awards.

**2.    What is personal data (also known as personal information)?**
Personal information means any information which relates to or identifies you as an individual and includes opinions about you or information which may not explicitly identify you (e.g., where your name has been removed) but which nevertheless does identify you if it is combined with other information that is readily available.

**3.    How does this notice relate to other information about data protection?**
It is important that you read this notice, together with any other privacy notice we may provide on specific occasions when we are collecting or processing personal data about you, depending on your relationship with the University. Other notices are available here: <https://www.manchester.ac.uk/discover/privacy-information/data-protection/privacy-notices/>

**4.    Who will process my personal information?**
This notice explains how the University of Manchester will hold and process your personal information. Your personal information will only be used by the Office for Social Responsibility for the purpose of the Making a Difference Awards.

**5.    What personal information will you process?**
For the purposes of the Making a Difference Awards the University needs to collect, maintain, and use personal data relating to or about you.  This includes:
•    Name
•    Contact details (email address, phone number, postal address)
•    Job title or programme of study
•    School, Faculty or Department

**6.    What is the purpose of the processing under data protection law?**
We will only use your personal information when the law allows us to do so by providing us with a legal basis or valid condition.  Most commonly, we will use your personal information in the following circumstances:
•    To contact you to inform you how your entry to the Making a Difference Awards has progressed.
•    To provide details of your initiative on the social responsibility website (name, job title, School or Faculty only)
•    At the Making a Difference Award ceremony (name, job title, School or Faculty)

**7.    Can you provide examples of processing?**
•    To contact you to inform you how your entry to the Making a Difference Awards has progressed.
•    To provide details of your initiative on the social responsibility website (name, job title, School or Faculty only)
•    At the Making a Difference Award ceremony (name, job title, School or Faculty)

**8.    Who will my personal information be shared with?**
Your personal data will not be shared with anybody.

**9.    How long is my information kept?**
We will only retain the personal information gathered from this entry form to the Making a Difference Awards for 1 year from the date of the award ceremony.

**10.    What are my rights in connection with my personal information?**
You can find out more about your rights and who to contact here:<https://www.manchester.ac.uk/discover/privacy-information/data-protection/>

**Q26.**

**Please confirm you have read the privacy notice.**

[ ]  **Yes**

**Thank you for your entry to the Making a Difference Awards.**

**Once the judging panel has met at the beginning of March, we will be in touch. In the meantime, if you have any questions, please contact socialresponsibility@manchester.ac.uk**

**Many thanks**

**Office for Social Responsibility**