

Entry Guidelines

CES Learning and Innovation Prize

What is the Learning and Innovation Prize?

The CES Learning and Innovation Prize rewards charities and social organisations who have made changes for the better. You may have used monitoring information or evaluation findings to make small modifications or significant transformations to the way that you work. The Prize is aimed at highlighting the contribution that monitoring and evaluation makes to improving service delivery, not just accountability, and rewarding organisations who make the best use of the information that they have.

To find out more about what we mean by 'monitoring', 'evaluation', or other key terms, please refer to our glossary at the end of this document.

Entry to the Prize is free and entries are welcome from charities and social organisations of any size registered and based anywhere in the UK. Organisations may submit more than one entry where improvements have been made to different projects using different information or learning.

The deadline for entries is **5pm, 17th January 2011**.

There are four different Prize categories to encourage entries from a broad range of organisations:

- Small charities (under £500,000 annual turnover)
- Large charities (over £500,000 annual turnover)
- Funders
- Organisations that support other charities (also known as infrastructure, support or second-tier organisations).

The judges reserve the right to reallocate any entry to a different category to the one indicated on the entry form if they feel that it has been submitted for the wrong award.

All winners will receive a trophy and an opportunity to showcase their work at the prize giving ceremony at the end of March. In addition, the winners of the Small Charities, Large Charities and Support Organisation categories will win up to £1000 in CES vouchers to spend on any training, consultancy or publications they choose.

About the entry form

The entry form aims to help you tell us your story. Each of the seven sections is intended to give you the space to share your achievements with us and explain your good practice.

Completing the entry form

- We strongly advise that you read the entry guidelines thoroughly first and plan your answers.
- Please answer every question fully to give you the best possible chance of being shortlisted, while also remaining succinct and within the given word limit.
- Please include a photo with your entry that visually represents your organisation and what you do, for example, a picture of your service users. We will use this for publicity and we might include it in a case study resource that will be produced for the celebration event, so please ensure that you have full permission and release agreements from anyone in the photos.
- Please also include your organisation's logo when sending your entry so that we can easily use it in publicity if your entry wins or is highly commended by the judges.

If we need further clarification or additional information we will contact you by phone or email.

Confidentiality

Any specific information in the additional evidence you supply will be treated confidentially and will only be used by the panel in the judging process. We will not publicise any specific details you give, for example, your monitoring data. However, we will use the content of your entry to form the basis of your case study if your entry is successful so please ensure that you are happy for the information on the form to be shared.

If you mention any individuals or organisations in your entry, please ensure that you have obtained their permission to do so.

Supplying evidence

We will be looking for evidence to support your story. You may send supporting evidence with your entry form where you feel it will add value and you must explain how your evidence relates to your entry.

Examples of evidence include:

- Monitoring data collected (eg a database report or a questionnaire results summary).
- Monitoring data, ideally including outcomes, analysed and shared (eg a report or presentation).
- Decision making/reflection meeting or moment identified (eg minutes or email/diary evidence).
- Change in organisational practice made (eg policy documents, new materials for

front-line workers, memos/communications).

We may contact you for clarification on evidence you have included or to request further evidence where we feel it is needed.

What are we looking for?

Successful applicants will demonstrate that they have made a change through learning from monitoring information or evaluation findings that have improved services.

Charities should be able to demonstrate that the learning from monitoring information or evaluation findings changed internal or external policy or practice and ideally should be able to demonstrate improved service outcomes as a result of these changes.

Funders and support organisations have several ways in which a change can happen.

- They may have used the learning from funded or supported groups' monitoring information or evaluation findings to change their funding or support strategy or to influence further project development among their funded or supported groups leading to improved service outcomes.
- They may have used the learning from funded or supported groups' monitoring information or evaluation findings to influence public policy and be able to show a link between their influence and the change in policy.
- They may have used the learning from their own monitoring information or evaluation findings to change their own organisational practice and be able to demonstrate the difference that it has made.
- They may have supported those they fund or support to learn and reflect on the basis of their own monitoring information or evaluation findings and funded or supported groups have improved outcomes as a result,

On the following page are the 'steps for change' that we are looking for you to be able to demonstrate. The entry form will help you to describe how you have done this, supported by your evidence.

Shortlisting

A panel of independent judges will be shortlisting all entries to the Prize.

After the closing date we may contact you by phone or email to get clarification or request more information on your entry; this may be to help the judges make a decision or if we require additional information for the case study resource.

Winners will be informed if they have won by 12th March. All applicants will be invited to attend the Prize celebration event.

Please note that any judge directly involved with the work on which an organisation is applying will not be involved in assessing that entry.

The judges' decisions are final.

Steps for change		Description
1	Gather Gathering monitoring data or evaluation findings related to planned outputs and outcomes ↓	Gathering information that will help you answer questions about your planned activities and desired changes.
2	Share Sharing and reflecting on monitoring data or evaluation findings ↓	How the monitoring information has been shared and reviewed, for example in a report at a team meeting.
3	Conclude Making decisions to change something based on judgements you have made during the sharing stage ↓	Basing decisions on judgements you have made from the information you have found out. What did the data and information tell you?
4	Change Changing practice or policy positively (your own or others') ↓	The change you have made based on what the monitoring information suggested was needed.
5	Review Gathering monitoring data or evaluation findings following these positive changes ↓	Gathering information to consider how successful the changes made have been.
6	Show Demonstrating the improved outcomes for users of these positive changes to your (or others') policy or practice	The benefits resulting from changes to services and activities.

In your entry you should be able to demonstrate many if not necessarily all of these steps for change.

Glossary

Outputs are the products or services provided to users or participants by an organisation or project.

Outcomes are the changes, benefits learning or other effects that occur as a result of a project or organisation's activities.

Data is all the information that you gather about your work – whether it is collated in a database or spreadsheet, or whether it is in other forms such as narrative feedback. It might be on paper, held electronically, notes from meetings or discussions or audio-visual such as photos, videos, recordings etc.

Monitoring is the routine systematic collection of data, usually including (but not limited to) both outputs and outcomes.

Evaluation is the process of using monitoring data and other information to make judgments on how well a project is doing.

Learning can refer either to the findings of evaluation reports, or to the conclusions drawn from the analysis of monitoring data. While evaluation reports are often easier to generate learning from, the potential of monitoring data to generate learning should not be overlooked.

Innovation refers to a change in practice or policy which is an innovation for the organisation. This could include either taking on good practice from elsewhere or developing novel practice for the sector. In the context of this prize, any innovation *must* be based on the learning drawn from evaluation findings or monitoring data.

For further definitions of these and other related terms, please see the '**Jargonbuster**' at <http://www.ces-vol.org.uk/downloads/jargonbuster-164-171.pdf>

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