



SCA NATIONAL AWARDS

2023 HANDBOOK

IMPORTANT DATES,
GENERAL INFORMATION
AND
CATEGORY CRITERIA



Important Dates

CLOSING DATE FOR ENTRIES: FRIDAY 14 JULY 2023

This is the date by which submissions must reach the Judges.

- **Email all completed entry forms, and any other relevant files used as supporting evidence, to:**
Mr Mike Jakins, Chief Judge - SCA National Awards (mike.jakins@sistercitiesaustralia.org.au)
- **Each entry will need to be accompanied by a one page summary of each project.**

The judging panel will consist of:

- Chief Judge – Mr Mike Jakins from Rockingham, WA
- Judge – Mrs Julie Jewell from Mildura, Victoria
- Judge – Mr Peter Filmer OAM from Blacktown, NSW

There will be no extension to the entry deadline. Therefore any forms received by the Chief Judge after the closing date will not be considered by the judges in this year's awards.

The Chief Judge will forward a copy of the received entries to the other members of the judging panel.

2023 SCA NATIONAL FORUM/CONFERENCE – T.B.A.

Each year an important feature of the Annual Forum/Conference is the National Awards Program. These awards aim to encourage and reward excellence and innovation in sister city activities to develop a permanent information resource for members and to provide a forum for information exchange.

2023 SCA NATIONAL AWARDS ADDITIONAL DETAILS

The National Awards Program comprises the following members of the National Executive of SCA Inc.

Co-ordinator, Christina Despoteris OAM; **email:** christina.despoteris@sistercitiesaustralia.org.au;
mobile: 0426 682 682

Chief Judge, Mr Mike Jakins; **email:** mike.jakins@sistercitiesaustralia.org.au; **mobile:** 0417 176 568

Entry in the National Awards is easy - there are set criteria for each category and any entry, no matter how small or simple, is encouraged and welcomed. The independent Judges' decisions are not made on how much money has been spent or how sophisticated the project has been, but are based on how well each entry meets the criteria as outlined for each category in this handbook. Entrants are required to follow the criteria set out for the various categories in the order in which they appear using the relevant SCA Category Entry Form for each category you are submitting an entry for.

Copies of all of the Category Entry Forms are available from the Members section of the SCA website (www.sistercitiesaustralia.org.au), please select and download those you wish to use. Guidelines on using the Forms are included on each one, however should you have any issues or questions please contact Mike. The forms are designed for use with MS Word in 'Edit Document' mode and are protected to only allow entering data to support each entry in the specified areas on the form.



General Information – Conditions of Entry

ELIGIBILITY PERIODS FOR THE 2023 NATIONAL AWARDS ARE:

FOR CATEGORIES 1 TO 5	1 APRIL 2022 TO 31 MARCH 2023
FOR NEW: CATEGORY 6	1 APRIL 2020 TO 31 MARCH 2022

NOTE: Category 6 is again a special category for this year's Awards, and is designed to reflect innovation used during the majority of the COVID pandemic to maintain Sister City relationships.

Projects within these time-periods only are eligible for entry into the 2023 National Awards

- All Committees and Associations wishing to enter **must** be financial members of SCA on 31 March 2023.
- Members may enter more than one project in each category.
- Demonstrable change/development **must** be shown if entering a previously entered project.
- A project may be entered in multiple categories.
- The judges have the discretion to transfer entries within categories if they believe it is more suited to the nature of the entry.
- All entries must be submitted on the SCA approved electronic Category Entry Forms and sent to the Chief Judge by the closing date. Guidelines for using the Entry Forms are included on each form, please read carefully before completing your entries.

The following items will be forwarded by the Chief Judge to the Co-ordinator of the SCA National Awards by no later than **Friday 28 July 2023**.

- **One USB Thumb Drive** containing full details of **all** entries submitted. This will be retained by SCA Inc. as an historical record and on request be made available to members as resource material.
- A copy of the one (1) page Summary for each project.

**The Judges decisions shall be final -
no correspondence shall be entered into.**

All entrants in the Awards are encouraged to have a Static Display at the Annual SCA National Forum/Conference venue in order to promote their project(s). Availability of displays will be confirmed once venue location and ability to host displays is confirmed.

Each entrant mounting a display is provided with a display board that is approximately 2m wide x 2m high.

Only material **supporting an entry** in the National Awards is permitted to be placed in the static display. (e.g. photographs, photocopies, maps etc.)

The assembly and disassembly of all static display material is the sole responsibility of the exhibiting member.

All entries remain the property of Sister Cities Australia and may be used on the website, in the quarterly newsletter, and/or for publicity purposes.



Category Criteria

CATEGORY NO. 1 COMMUNITY INVOLVEMENT (1 April 2022 TO 31 March 2023)

This award is presented for a project that demonstrates the widest possible community participation involving cultural differences or sporting activities between sister cities during the relevant period.

Refer: 2023 Conditions of Entry on Page 3

Criteria: the nomination should be accompanied by the following information.

1. Details and aims of the specific project or projects for which the award is sought.
2. Details of the influence of the project on the community, also the impact on economic and social development.
3. Was any cost involved in the project? Give details.
4. What income, if any, was received? Give details.
5. Details of the cross-section of the community involved in the project, eg: schools, churches, sporting clubs, T.V. or radio stations, etc.
6. An assessment of the effectiveness of the project.
7. Any further details that may be considered appropriate.

CATEGORY NO. 2 YOUTH PROJECT (1 April 2022 TO 31 March 2023)

This award is presented for a significant youth project that encouraged and stimulated youth participation in the local sister cities program. The project may include any number of activities including sporting, cultural, educational and fundraising projects during the relevant period.

Refer: 2023 Conditions of Entry on Page 3

Criteria: the nomination should be accompanied by the following information.

1. Details and aims of the specific project for which the award is sought.
2. Details of the influence of the project on the community and its impact on economic and social development.
3. Was any cost involved in the project? Give details.
4. What income, if any, was received? Give details.
5. An assessment as to how this youth project encouraged and stimulated participation of youth in the sister cities program.
6. If the project was conducted by young people give an assessment as to how the project contributed significantly to the overall local sister city program.
7. Any further details that may be considered appropriate.



CATEGORY NO. 3 NEW AFFILIATION (1 April 2022 TO 31 March 2023)

This award is presented in recognition of new affiliations either completed or well under way during the period under review.

Refer: 2023 Conditions of Entry on Page 3

Criteria: the nomination should be accompanied by the following information.

1. How the decision was made to seek a new affiliation.
2. How the initial contact was made.
3. Provide an analysis of your community and that of the prospective sister-city.
4. Detail how this information was obtained and analysed.
5. What criteria was considered and used in the selection process.
6. Detail how the relationship was formalized.
7. Detail any difficulties encountered and if so how were they overcome?
8. Was any cost involved in establishing the affiliation? Give details.
9. How were these establishment costs funded? Give details.
10. Details of the committee's involvement in the establishment.
11. Outline the aims, both long and short term, of the relationship.
12. Detail of the influence of the project on the community and the impact on economic and social development.
13. Any further details that may be considered appropriate.

CATEGORY NO. 4 TRADE AND TOURISM PROJECT (1 April 2022 TO 31 March 2023)

This award is presented for an imaginative project that furthers the development of tourism and trade between sister cities whilst at the same time promoting the ideals of people-to-people contact during the eligible period.

Refer: 2023 Conditions of Entry on Page 3

Criteria: the nomination should be accompanied by the following information.

1. Full details of the project and its aims.
2. Details of the influence of the project on the community, also details of the impact on tourism, trade and social development.
3. Indicate the extent of community involvement in the program.
4. Detail the extent of the program and sources of funding if applicable.
5. Detail any benefits to the community.
6. Provide an evaluation of the effectiveness of the program.
7. Any further details that may be considered appropriate.



CATEGORY NO. 5 OVERALL PROGRAM (1 April 2022 TO 31 March 2023)

If you have entered this category in earlier years, and are trying again –it is essential that you tell us how each aspect has progressed with the passing of time. Any ongoing project may be entered in subsequent years providing there has been "demonstrable change or development". The "Overall Program Award" is presented to the member that has been able to demonstrate continuity of activity, citizen and community involvement at all levels and shown imagination in a wide range of projects and activities.

Refer: 2023 Conditions of Entry on Page 3

Criteria: the nomination should be accompanied by the following information.

1. Full details of the overall program and its aims.
2. Details of the influence of the project on the community and the impact on economic and social development.
3. Details of the extent and nature of the community involvement in each project.
4. The cost of the various projects including how each project was funded.
5. Provide an evaluation as to the success of the overall program.
6. Provide an indication as to the continuity of the individual projects.
7. Any further details that may be considered appropriate.

NEW: CATEGORY NO. 6 SPECIAL PROGRAM (1 April 2020 TO 31 March 2022)

The "Special Program Award" is presented to the member that has been able to demonstrate continuity of activity, citizen and community involvement at all levels during the initial COVID period, and shown innovation in a range of projects and activities.

Refer: 2023 Conditions of Entry on Page 3

Criteria: the nomination should be accompanied by the following information.

1. Full details of the overall program, its aims and outcomes.
2. Details of the influence of the project on the community and the impact on economic and social development.
3. Details of what innovations, technologies, or new ideas were involved with this program and how they were utilised.
4. The cost of the various projects including how each project was funded.
5. Provide an evaluation as to the success of the overall program.
6. Provide an indication as to the continuity of the program.
7. Any further details that may be considered appropriate.