



Entry Requirements and Awards Criteria



About the Community Transport Awards

Hello!

Firstly, I want to express my heartfelt gratitude to all the individuals, organisations, and community leaders for their unwavering commitment to providing accessible, reliable, and efficient transportation solutions for millions of people facing a transport barrier every year. Since I came into the post of Chief Executive Officer in September 2022, I have been blown away by the incredible work of CT champions from all over the UK.

One of CTA's prominent roles as the national membership body for the community transport sector is to champion and celebrate the amazing work of our members, and we are excited to be holding the 2023 Community Transport Awards to do just that.

In the past, the Community Transport Awards have recognised and celebrated the achievements of community transport providers and individuals who have made significant contributions to the sector. In addition to doing that, the CT Awards this year will be an opportunity to encourage best practices, foster collaboration, share learning, raise CT awareness, and motivate and engage stakeholders.

The 2023 Community Transport Awards will highlight the efforts and accomplishments of organisations and individuals who make our community transport system a shining example for others to emulate.

Thank you for considering submitting a nomination for the Community Transport Awards. These awards only work if our members are willing to tell their authentic stories and share the incredible impact they've had on their communities. In this pack, you can find all the information you need to enter, but if you do have any questions after reading it, please do not hesitate to contact our team via events@ctauk.org – they'll be more than happy to help.

We are eager to meet with everyone on the 23rd of November when the winners will be announced and awards celebrated at the [CT'23 Conference](#).



Best wishes,
Dr Victoria Armstrong, Chief Executive, CTA

Award Categories:

CT Provider of the Year (Small CT)— A Community Transport provider with less than 5 vehicles that has delivered overall excellence in providing accessible and inclusive transport.

CT Provider of the Year (Large CT)— A Community Transport provider with more than 5 vehicles that has delivered overall excellence in providing accessible and inclusive transport.

Innovation in Volunteering – CT Organisation with the most innovative approach to recruiting and retaining volunteers.

Partnership of the Year— For organisations who have been working in partnership on a project or a service to benefit their community.

Making a difference —For an organisation that has invented new ways to ensure their passengers feel included and supported.

Commitment to Sustainability— For an organisation that puts sustainability at the core of its work.

CT Champion of the Year— For an individual (staff and/or volunteers/trustees can be nominated) at a CT organisation who has gone over and above to champion and support the work of community transport.

Lifetime Achievement Award/Special recognition— For an individual who has dedicated themselves to, and has had an enormous impact on, the community transport sector. For CTA to decide only.

The Photo Competition is for a photograph that captures the essence of community transport's work in addition to the core service of getting elderly and disabled people from points A to B. We want to see an action photo that shows the nuanced narratives, like transportation for children and young people (including young volunteers), the diversity in the CT sector, innovation, commitment to climate action and CT's responsiveness to inclusive and accessible transport.

[Newly added category:](#)


Award for Transport/Local Authorities – This is for a local authority that has been supportive and advocative of Community Transport causes in their region. **Members will decide this.**

Awards Entry Requirements

Entering a nomination is *free* and will be done online. To submit your entry, go to <https://ctauk.org/nominations-are-now-open-for-the-cta-2023-awards/> and follow the instructions.

The following requirements apply:

1. You may submit nominations for as many different award categories as you want. However, the entries must be substantially different and fit the criteria of each specific award.
2. Nominations must be submitted no later than **Thursday, 31 August 2023**. We encourage early submission.
3. **To submit a nomination, your entry must consist of three main elements:**
 - i. **Background Information:** Each entry must include background information as specified in the category's criteria. This doesn't count towards your Main Entry word count and is not judged.
 - ii. **Main Entry:** For the main body of the nomination, you must answer the questions in the category's criteria. The entry must be no more than 1000 words, but you can distribute the words across the questions as you see fit.
 - iii. **Supporting Information:** Unless stated otherwise, you must upload at least two pieces of supporting evidence such as testimonials from passengers, and images, as detailed in the specific category criteria. These are separate from your Main Entry and won't take away from its 1,000-word count. Supporting statements can be shared as Word documents, JPEGs, PNG or PDFs and uploaded in the survey form.
 - i. Please note, if any images, videos, or written content show unsafe or illegal practices the entry will be disqualified.
 - ii. By submitting any photos, you give CTA permission to use them for their marketing and communications activities.
4. Unless otherwise specified in the criteria, our panel of judges will choose three shortlisted entries for each award, one of whom will be judged the winner. You will be informed via email whether your nomination has been shortlisted.
 - i. If you are one of the three shortlisted organisations/individuals, we may ask you to record a short video message about your entry which will be played during the awards ceremony. We will likely ask you to do this in September.

- 
- ii. If you are a shortlisted organisation, you may be contacted by the organisation that has sponsored your award category.
 5. Entries can be submitted (with exceptions laid out in the specific criteria) by the nominated organisation themselves or by a third party nominating an organisation/individual on their behalf.
 6. Unless otherwise stated in the category criteria, all entries must reflect activities undertaken from January 2022 to August 2023 (the close of nominations). In instances where the criteria refer to 'in the last year', that encompasses a more extended period rather than strictly indicating the last 12 months.

The January 2022 – August 2023 period does not mean that you cannot reference things from before that period – but they should not be the focus of the entry.
 7. In submitting your entry, you agree that it meets the entry requirements, including the word limit, and follows the specific award criteria.

If you have any questions about these requirements or would like anything clarified, please email events@ctauk.org.





How to Submit a Good Entry

You must ensure that you are entering a nomination for an appropriate category and have read the entry requirements and category criteria pages carefully before writing.

Concentrate on explaining why you are nominating the organisation or individual and why they should win the award. Take care to demonstrate how the entry meets the awards criteria.

Ask yourself:

1. Are you making the nomination for the correct award?

Look through the criteria for each award and look for whether the description and questions in the award criteria are relevant to the achievements of the organisation or individual you are nominating.

2. Have you covered all the award criteria questions?

You'll need to be precise with a word limit of 1000 for your main entry. It may be helpful to make notes about the qualities and achievements of the organisation or person you're nominating before you start, to make sure you cover everything.

3. Have you qualified the statements you've made in your nomination?


Be specific! Give evidence using descriptions to show what makes your organisation or the individual special. For example, rather than saying; "They've helped raise awareness of community transport" be specific, explaining that "they've helped raise awareness of community transport by playing a key role in a local media campaign and writing for our local newspaper."

4. Have you been clear, precise, and within the word limit?

Our judges will have a lot of nominations to read, and likely they won't be aware of exactly what is happening in your area, so making your entry as clear and precise as possible, and keeping within the word limit, is the best way to help you stand out.

5. Have you checked your submission?

Ask somebody to proofread it for you before you hit submit. When we read our own writing, we often read what we think we've written rather than what we've put down. A fresh set of eyes will catch any typos and ensure you put in an excellent entry.





Description of Categories

Category Criteria: Community Transport Provider of the Year

Community Transport Provider of the Year recognises a community transport provider who, in our judges' view, has gone above and beyond in supporting their community over the last year and may have overcome significant challenges to do so. It means positively impacting the local community, adapting what they do in new and innovative ways and offering examples of best practices and support to others in the sector. There are two categories for this award, CT Provider of the Year (for small fleet size CT with about 1-5 vehicles) and CT Provider of the Year (for large fleet size CT with more than 5 vehicles).

Entries are welcome from community transport providers who want to nominate themselves for the award, and third parties wishing to nominate a community transport provider on their behalf. The nominated organisation must be a CTA member.

To submit a nomination for this award, [fill out the online survey](#).

Category Criteria: Innovation in Volunteering

Innovation in Volunteering recognises the CT organisation with the most innovative approach to recruiting and retaining volunteers. Your application should include your organisation's significant contributions to CT volunteering through innovative approaches, ideas, or programs.

Share any success stories or testimonials from volunteers whom your organisation's innovative approach has positively impacted and how your organisation continues to support their volunteers, making sure they feel valued and connected.

To submit a nomination for this award, [fill out the online survey](#).





Category Criteria: Partnership of the Year

Partnership of the Year is for two or more organisations that have worked in collaboration for the benefit of their communities over the last year. Our judges will be looking at how these organisations have worked together to identify and solve a problem, using their different skill sets to reach their communities where they wouldn't have been able to do so individually.

Entries are invited from one of the partners involved or as a joint entry from both or all the organisations. At least one of the organisations must operate transport as part of their activities, and the partnership must be transport related. At least one of the organisations must be a CTA member.

To submit a nomination for this award, [fill out the online survey](#).

Category Criteria: Making a Difference

Making a Difference is an award that recognises an organisation that has gone above and beyond to invent new ways to ensure its passengers feel included and supported.


The award's winner will have put in place new, innovative, and effective ways to keep passengers' spirits up and connected to their communities. The nominated organisation must be a CTA member. Organisations can also self-nominate.


To submit a nomination for this award, [fill out the online survey](#).

Category Criteria: Commitment to Sustainability

Commitment to sustainability is an award that recognises the community transport sector's significant contribution to sustainability and will be awarded to an organisation that can show this commitment across its work.

The winner of the award will be able to demonstrate how they have taken innovative approaches to improving sustainability, even if the results are a work in progress. This can but doesn't have to include the use of electric vehicles. Our judges will also be looking for how the organisation incorporates the values of sustainability and climate awareness in their work.





Entries are invited from community transport providers who want to nominate themselves for the award as well as third parties wishing to nominate a community transport provider on their behalf. The nominated organisation must be a CTA member. The work described in this category doesn't have to strictly fit within the January 2022 – August 2023 timescale, but nominees must be able to demonstrate an ongoing commitment to sustainability and climate awareness.

To submit a nomination for this award, [fill out the online survey](#).

Category Criteria: CT Champion of the Year

CT Champion of the Year recognises an individual (staff or volunteers/trustees) at a CT organisation who has gone over and above to champion and support the work of community transport. This could be a politician, local community leader, funder or business person; our judges will be looking for someone who has supported or raised the profile of community transport either locally or nationally.

Entries are invited from organisations or individuals wishing to nominate a Community Transport Champion. Individuals or organisations cannot self-nominate. For this category, the judges, at their discretion, may not shortlist three entries but may select one winner from the nominations who may be informed ahead of the event.

To submit a nomination for this award, [fill out the online survey](#).

Category Criteria: Lifetime Achievement Award

The Lifetime Achievement Award recognises an individual who has dedicated themselves to, and has enormously impacted, the community transport sector. They must have been deeply involved in the community transport sector for several years. Our judges will be looking for someone who has been a passionate advocate of the sector, supporting it both as part of their organisation and as a leader.

Nominations must be made by a third party and cannot be made by the nominee themselves. The third-party can, however, work for the organisation that the nominee works or has worked for. This award will not have a shortlist and the winner will be selected by our judges from the nominations and informed ahead of the event.

To submit a nomination for this award, [fill out the online survey](#).





Category Criteria: Award for Transport/Local Authorities –

This is an award for a local or transport authority that has supported and advocated Community Transport causes in their region. Members will decide this.

Judges want to know how the Transport/Local Authority has demonstrated exceptional performance in delivering transportation services in the community, if any notable infrastructure developments or enhancements have positively impacted the transportation network and how the Transport/Local Authority actively seeks feedback from the community and incorporates it into decision-making processes to improve transportation services continuously.

To submit a nomination for this award, [fill out the online survey](#).

Photo Competition

The Photo Competition is for a photograph that captures the essence of community transport's work, in addition to the core service of getting elderly and disabled people from points A to B. Judges would like you to send in an action photo that shows the nuanced narratives, like transportation for children and young people (including young volunteers), the diversity in the CT sector, innovation, commitment to climate action and our response to transport inclusiveness and accessibility.

Nominations should be submitted by a community transport provider who is a CTA member. If you wish to submit a photo on behalf of a community transport provider, you can do so if you are affiliated with that organisation and have their permission to submit a nomination.

Please ensure the photo is of high quality, can be shared in print and online and has been taken between January 2022 and August 2023. If the image quality isn't high enough, the entry may not be entered for judging. Don't worry, though - images taken on most modern cameras and smartphones will be of high enough quality!

This award will be judged by a public vote. *To submit a nomination for this award, [fill out the online survey](#).*





More Information

We understand that there's a lot to take in here – so if you have any questions or need any support in entering a nomination, you can contact the team via events@ctauk.org, and someone will be in touch.

Keep your eyes peeled for more CT Conference & Awards registration information. We will keep updating <https://ctauk.org/events/ct-conference-awards-2023/> with more details.

