

# Best Mental Health Promoting Event Application Form

* All application forms must be typed. Handwritten applications will not be accepted.
* A copy of this application form must be uploaded as per instructions.
* Text boxes will extend as you type and where word limits exist it is clearly stated. Adjudicators have a lot of material to read so concision in answers is appreciated. Remember adjudicators award marks for facts above all else so make use of bullet points, etc. when appropriate.
* Please read through the nomination form in its entirety before filling it out. Read and answer the questions, do not repeat yourself, brevity is appreciated by the adjudicators, however don’t leave anything important out. Uploading your application as a shared word doc or a in Google Drive is a good idea so that more than one person can work on it. Spell and grammar check and read and answer the questions. **Note and adhere to the word count as the judges will only read up to that amount.** (Note: you do not need to meet the word count, just don't exceed it).
* Add an **Appendix** copy of your poster/brochure/timetable/balance sheet if applicable, plus at least 4 photos from your event and links to any videos, websites, social media etc, make sure they are hyperlinked and the links work and save as a PDF before uploading your application.

# Marking Scheme

* The Best Mental Health Promoting Event/ initiative application consists of a total of 100 marks. This is divided as follows:

**Application form**: consists of one section (*nomination*) with multiple questions (90 marks)

**Discretionary marks**: for overall impression (10 marks)

**There is no interview in this category and no separate portfolio.**

**Rules:**

1. The initiative or event must be organised by at least one society in a member college.

2. The initiative or event must empower students to reduce the stigma around mental health and open the conversation about mental health and well-being.

3. The initiative may be open to the public

**GOOD LUCK!**

The adjudicators are looking forward to meeting you and really want to give you marks, so please give them as much info as possible to give yourselves the best chance.

**Background Information**

| **Name of Mental Health Initiative** |
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| **Name of Society/ies** |
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| **College/Campus** |
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| **Name of person submitting** |
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|  |
| **Phone Number** |
|  |
| **Email Address** |
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| **Number of members in the society** |
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**PLEASE PROCEED TO SECTION 1**

**Section 1: Organisation**

*Total marks: 55*

*Please read each question carefully and answer what is asked. Where appropriate use of bullet points, and delivery of key information is encouraged. Remember adjudicators have lots to read so brevity, while giving complete answers, is appreciated. Formatting your answers is important, to ensure that the information you are giving is in the easiest format to read. Things like bullet points, underlining and bolding can be very useful.*

| **1.1 Did the event take place over a single day or multiple days. In the case of multiple days please state how many days.** |
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| **1.2 Please provide a description of the event/initiative. (Max words 400)** |
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| **1.3 Please detail the society’s aims and objectives.** |
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| *Tips: These should be the aims and objectives as outlined in the society’s constitution.* |
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| **1.4 How did this event fulfill the society’s aims and objectives?** (*10 Marks)*  **(Max words 200)** |
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| *Please make specific reference to the aims and objectives listed in the society’s constitution. List the aims and directly link ways the event helped achieve them.* |

| **1.5 Who was the target audience for the event? (Max words 100)** |
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| **1.6 How many people attended, participated in, and/or benefited from the event?**  (*5 Marks)* **(Max words 400)** |
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| *Tips: Ensure you detail all the different cohorts of people who attended including committee, members, members of the public and staff.* |

| **1.7 Describe how your event promoted positive mental health and raised awareness on your campus and any positive outcomes?** (*15 Marks)*  **(Max words 600)** |
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| **1.8 Please detail the challenges faced in the organisation and execution of the event.**  (*5 Marks)* **(Max words 400)** |
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| *Tips: Also include how you overcame these challenges.* |
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| **1.9 Creativity and Innovation.** (*10 Marks)* **(Max words 500)** |
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| *Tips: Take these questions individually. Give the judges reasons as to why your event is different from all other events.* |
| **What makes your event original? Do you know of a similar event being organised before either in your own college or another?** (Marks 2) **(Max words 200)** |
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| **What made your event stand out from these?** (Marks 3) **(Max words 100)** |
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| **Outline the creativity and innovation of the event.** (Marks 5) **(Max words 300)** |
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| **1.10 How did this event benefit the society’s members and contribute to student life?** (5 *Marks)* **(Max words 300)** |
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| **1.11 Does your society plan to run this event next year? If yes, what plans are in place for continuity, if no please elaborate.?** (5 *Marks)* **(Max words 300)** |
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**PLEASE PROCEED TO SECTION 2**

**Section 2: Finance**

*Total marks: 15*

*Please read each question carefully and answer what is asked. Where appropriate use of bullet points, and delivery of key information is encouraged. Remember adjudicators have lots to read so brevity, while giving complete answers, is appreciated.* ***It is mandatory to include the following in your portfolio: Bank statements if available, otherwise confirmation letter from Societies’ Officer that your balance sheet is accurate; Letter from Societies’ Officer confirming grants received from your institution. Also useful is a detailed breakdown of income and expenditure, sample of receipts, sponsorship request letters and replies if any.***

Click here for [Finance Tips](https://www.bics.ie/finance)

| **2.1 Details of income and expenditure?** (*5 Marks)* |
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| *Tips: Copy and paste a complete balance sheet of both income and expenditure of your event below and detail afterwards when necessary. Make sure that this is legible for the judges, if you are unsure how to format it, ask your societies’ officer.* |
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| **2.2 Please provide details of the success and methods of securing funds for the running of your event.** (*10 Marks)* **(Max words 200)** |
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| *Tips: In your response please include the percentage of your income that was achieved via fundraising for the society, grants, and sponsorship. This doesn’t exclusively mean money received, it can also be donations of food or venue hire that saved you some costs for events. This doesn’t exclusively mean money received, it can also be donations of food or venue hire that saved you some costs for events. Have you acquired any other non monetary resources the society can use next year, if yes detail them.* |
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**PLEASE PROCEED TO SECTION 3**

**Section 3: Publicity**

*Total marks: 20*

*Please read each question carefully and answer what is asked. Where appropriate use of bullet points, and delivery of key information is encouraged. Remember adjudicators have lots to read so brevity, while giving complete answers, is appreciated.*

| **3.1 Please outline all aspects (both digital and non-digital) of your communication and publicity of this event.** (*20 Marks)* **(max 1000 words)** |
| --- |
| *Tips: This question seeks to understand how the event was promoted, and how successful this was.*  ***What variety of methods you used.***  *In Bullet Points list all the methods (Remember to include on line, print, media etc)*  *Then where relevant provide the following information.*  *- How you used each method i.e reach, insights etc.*   * *How did you make your event stand out?* * *Was this reflected in engagement and attendance at your event?* * *How did it raise the profile of your society both on and off campus?* * *Do you think there was anything novel in how you promoted your event?*   ***Appendix:*** *links to your social media, website, videos. Include links/handles (no screen grabs needed) your appendix is a pdf so will include live links)*  ***Portfolio:*** *include anything you cannot share via a link in your portfolio.* |
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**PLEASE PROCEED TO SECTION 4**

**Section 4: Other**

*Please read the question carefully and answer what is asked. Please note the word limit.*

| **4.1 What would it mean to the society to win this award and why do you feel the society merits the award?** |
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| *Note: While there are no specific marks for this section it will inform the discretionary marks awarded. There is a word limit of 250 words on this answer.* |
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Do not forget to add your appendix here