

## Frequently Asked Questions

### Cork Celebrates Lifelong Learning Awards 2021



#### Who can make a nomination?

The awards are open to anyone who meets the criteria of the related category.

#### When can I nominate?

Nominations for the CCLL Awards are currently open. CLOSING DATE 28th May 2021

#### Is there any cost to enter?

No – it is completely free to enter the Cork Celebrates Lifelong Learning Awards.

#### Are the awards for Cork City and County?

This new Award series is currently seeking to recognise and reward examples of inspiring best practice in lifelong Learning in the Cork City area for 2021.

#### Can I nominate myself or my own organisation?

Yes, we accept self-nominated and third-party entries for both organizations and individuals.

#### How many submissions can be made for the same individual or organization?

There are no limits to how many unique submissions can be made by an individual or organization if they meet the eligibility requirements for the category.

#### What are the Nomination Categories?

You may make a nomination under any or all of the following categories:

- Early Years Award
- Primary Level Award
- Active Retired Award
- Secondary School Award
- Higher Education Award
- Further Education Award
- Youth in Community Learning
- Adult Education: Community Education Award
- Adult Education: Workplace Learning Award
- Exceptional Endeavour Award

#### How do I know what category my nomination fits into?

You will find detailed description of eligibility criteria on website, [corklearningcity.ie](https://www.corklearningcity.ie/media-folder/learning-city-awards-categories.pdf) : <https://www.corklearningcity.ie/media-folder/learning-city-awards-categories.pdf>

#### How do I choose a category?

Applicants should select a category which they feel best suits their initiative.

If your initiative can fit in more than one category, then the choice of categories is up to you.

As a guide, you may refer to the eligibility criteria document above and consider the purpose of the initiative or project rather than the nominated organisation.

## FAQ's Continued

### Cork Celebrates Lifelong Learning Awards 2021



#### Where can I find the Terms and Conditions?

You'll find the T's & C's on our website, [corklearningcity.ie](http://corklearningcity.ie) :

<https://www.corklearningcity.ie/media-folder/learning-city-awards-terms-and-conditions.pdf>

#### How do I Submit an Entry?

Easy – just select your category, then complete the online application form.

<https://corkcity.submit.com/show/118>

You will get an on-screen notification and an email to confirm we've received your entry.

#### Can I enter more than one category?

Yes, you can enter as many categories as you want. Just make sure that you meet the eligibility criteria for each category before submitting.

#### What format should attachments be?

Please make sure than any relevant supporting documents may be provided in PDF, PowerPoint, jpeg, png and MP4 formats. If you have any questions or issues uploading support materials contact [learningfestival@corkcity.ie](mailto:learningfestival@corkcity.ie)

#### What will happen to support material submitted (video, photos etc) ?

You must ensure you have permissions for the use of any photographs, videos and documents submitted in support of your application. Photographs and video clips may be sent to media for advertisement and publications about the Awards ceremony, posted on social media sites and be used in the ceremony production.

#### What happens after I submit?

Sit back and wait, in the meantime we will:

- Review all submissions against the set criteria (if you've missed anything important, we'll contact you to clarify)
- Send all submissions to the judging panel for scoring
- Finalise the scores
- Announce the 'Roll of Honour' for all nominees on the Cork Learning City website
- and social media channels
- Announce the 'Roll of honour' nominees, shortlist and overall winners at the Awards ceremony on 30th of September (venue tbc)

#### When and where will the Awards take place?

The inaugural Cork Celebrates Lifelong Learning Awards will take place on Irish Learning City Day – 30th September 2021. The award venue or setting will depend on the level of restrictions due to Covid – this may be an online or 'in real life' event. All nominees will be notified in advance of the format of the Awards.

## FAQ's Continued

### Cork Celebrates Lifelong Learning Awards 2021



#### **If I am unable to attend the awards ceremony, what happens if I win?**

If you have made the shortlist, Cork Learning City staff will then make contact to find out if you are attending the awards ceremony. If you are unable to make the event, we will ask you to provide us with contact details of someone who could accept your award on your behalf if you win.

#### **How are judges selected?**

Judges are selected from a pool of experienced Cork Learning City committee members, partners and stakeholders. Each one is asked to declare any interests they have such as former colleagues or employers so that the judging process is carried out fairly.

#### **Who are the Judges?**

We have recruited our judges primarily from the Cork Learning City stakeholder group. Our judges bring a broad mix of talents and expertise ensuring our evaluations will reflect many points of view. Every judge is vetted for relevant expertise and conflict of interest with the categories that they are assigned to.

#### **How are the winners determined?**

Each of the judges ranks the entries in order of preference. The winner will be the entry with most 1st places. If these are tied then 2nd places, 3rd places etc. will be considered. If there is a tie then the Head of Judges will have a casting vote.

If there is only 1 entry for a category, then judges will be asked to recommend whether any award should be made or not.

#### **Will I receive feedback from a submission?**

No, feedback is not given on submissions.

#### **How much Visibility will the Winners Get?**

Winners may post our "award winner" logo on their website and social media, where it will be seen by customers and partners who visit the site. Each nominee on the 'Roll of honour' will receive a letter from the Lord Mayor of Cork to congratulate them on their nomination. Nominees and winners will also receive window stickers for display in their premises. We also provide trophies that help remind your own support people about what a great job they're doing. We will issue press releases, which may produce stories about individual winners and we will have editorial coverage of the awards via our media partners the Evening Echo and Echolive.ie .

#### **More Questions ?**

If you have any queries on the entry requirements, they may be directed to the Learning City Awards committee via email at [learningfestival@corkcity.ie](mailto:learningfestival@corkcity.ie) or via phone to 021 4924527