

# Frequently Asked Questions about the Awards and Nominations

## **When do nominations close?**

Nominations close at **midnight on 30<sup>th</sup> September 2018.**

## **Can I nominate myself, someone that I know, a group or my own organisation?**

Yes. The application form enables you to submit nominations either for yourself, your organisation, or a third party, eg a colleague, an associate, a group, a charity or a business.

Simply complete the nomination application for the category you wish to enter and follow the instructions. There are several options that you can select to make sure that you give us all the information that we will need.

## **Can someone be nominated for more than one category?**

Yes. This can happen, for example, when a person working with an organisation would like to nominate their organisation, eg for the Working Together Award as well as someone for an individual award.

Potential nominees can be nominated for more than one category so long as separate forms are completed and submitted in each category

## **Do you have to be based in the United Kingdom to be eligible?**

No. To be eligible for shortlist judging, the only stipulation is that nominees must be either serving or former members of the United Kingdom Armed Forces or, associated with the wider Armed Forces community by their work or volunteering activities etc.

## **Does the work done/activity/cause associated with the nominee have to be based in the United Kingdom to be eligible?**

No, as with the above, the nominee can be based, or be working anywhere in the world, so long as they have an association with the wider UK Armed Forces Community.

## **Can I nominate myself, an associate or my organisation in consecutive years?**

Yes. There is no restriction to how many years you can submit nominations for Soldiering On Awards. We have had shortlisted one year and then win the award the following year. Our priority is to publicise your cause or venture and this happens for all Finalists as well as the overall winners.

## **How do I know if my nomination has been received?**

At the bottom of the nomination form, there is a 'Next' button. Once you have completed the form and clicked next, you will get instant confirmation on the screen that your application has been received. You will also receive a acknowledgement confirmation email that will contain links to your summary page, and which will enable you to add to, or amend your nominations right up to the closing date.

### **I made a mistake on my nomination form. Can I correct it?**

Yes. If you realise you made a mistake when you submitted any of your nominations you will be able to return to it and amend it up until the closing date. (see above) The links in your acknowledgement email will enable you to do this.

### **Can I submit an offline or PDF version of my application?**

The online nominations process is designed to capture all information consistently for all nominees. However, if you are unable to use or complete the online process please contact us at [info@soldieringon.org](mailto:info@soldieringon.org) for any advice or help that you may require.

### **How will I know if my nomination has made the finalist shortlist?**

All nominees will be notified of the status of their application via email after the judging period. If your nomination has been shortlisted, you (and your nominee if different) will be notified either in December or early in the New Year.

### **Is there a monetary prize for these awards?**

No. There is no monetary prize associated with the Soldiering On Awards.

#### **Finalists Reception**

Finalists and their nominators will be invited to our Finalists Reception which will be held in the House of Lords in February 2019. All Finalists will receive certificates signed by our Patron, our President and Vice President.

2019 Soldiering On Awards Ceremony – where the winners will be announced.

Finalists (and a guest/guests) will be invited to attend the 2019 Soldiering On Awards Ceremony which will be held at the Park Plaza Westminster Bridge Hotel on April 5<sup>th</sup> 2019. Winners will receive an individually named trophy.

### **Is the Awards Ceremony open to the public?**

No. The Awards Ceremony is an invitation only event. All finalists will be invited and will be invited to bring a guest(s) of their choice. The guest numbers will be dependent on the nominee, ie groups and/or businesses may be allocated more places than an individual. However, Finalists additional supporters and guests can also purchase tickets. There are special rates for Veterans and charities.