



The CiaO Foundation

CiaO Awards Application

Guide For Applicants

PLEASE NOTE – We can only accept applications on the official CiaO Foundation Application PDF form or via the online form at our website.

Challenge is an Opportunity

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Introduction

CiaO = Challenge is an Opportunity

The CiaO Foundation is a newly formed, charity based in the United Kingdom.

It was formally established in February 2016 as a charitable incorporated organisation (cio). However its vision and ideology evolved over the three years before, from the firm belief of its founder, Geoffrey Barber, that **Challenge is an Opportunity**. This is a belief now shared and reflected in the aims of the Foundation.

Its express aims are in:

- Helping and supporting people overcome small to phenomenal challenges in their lives
- Recognising those who have successfully conquered their own challenges and are advising others on how they overcome them
- Helping educate and change the attitude of people to welcome challenges, realising the opportunities within to improve people's lives.

Geoffrey Barber himself faced an extraordinary, life changing challenge, surviving a horrific car crash in 2001. At the time he faced the very real possibility of never being able to walk again. Through sheer determination, strength and belief in something greater than himself, he embraced this challenge as an opportunity to progress. In doing so, he transformed his thinking and practice. He resolved to pass on this learning and encourage others who are going through or have overcome their own challenges.

As a result, The CiaO Foundation, along with its dedicated board of Trustees aims to spread this vision and provide help and support by the provision of CiaO Awards.

CiaO Awards (upon successful application) will be presented to **nominated individuals**; from companies or charitable organisations or someone that you may know, to assist in the process of overcoming, or the recognition of having already overcome a challenge.

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CiaO Awards

What are the CiaO Awards?

The CiaO Awards are the brainchild of Geoffrey Barber (founder of The CiaO Foundation) and follow the age-old tradition of recognising great achievement.

Throughout the ages we have seen how awards have incentivised and encouraged individuals, groups and nations to progress and succeed. It is the express hope of the Foundation that the CiaO Awards will continue that tradition.

The CiaO Awards scheme seeks to:

- Encourage individuals to overcome barriers
- Encourage individuals to develop positive attitudes and grow in confidence
- Inspire and raise aspirations
- Affirm, reward and celebrate achievement
- Be inclusive, to help anyone
- Promote a 'can do' attitude and a culture of 'giving something back'.

The awards will be given to help ***nominated individuals*** through varying forms of assistance. People who are currently aiming to meet a challenge or have already overcome a challenge and are now looking to educate or raise awareness with others can also be ***nominated***.

The CiaO Awards may be awarded in vouchers, goods, and services or through the provision of assistance meeting the specific need of the ***nominee***.

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Who Can You Nominate?

Below is a list of criteria for the CiaO Award applications for *nominated individuals*.

Please do read and think through carefully before making a *nomination*.

Individuals

- Are they an individual who has overcome a challenge?
- Are they an individual who is going through a challenge?
- Do they have an idea, ambition or aspiration?

Company

- Are you a company who would like to *nominate* an individual for a CiaO Award?
- Do they have an idea, project or experience planned / currently running, were a CiaO Award could help?
- Do they have an idea, project, were a CiaO Award may help?

Charitable Organisations

- Are you an organisation who would like to *nominate* an individual for a CiaO Award?
- Do they have an idea, project or experience planned / currently running, were a CiaO Award could help?
- Do they have an idea, project, were a CiaO Award may help?

If you can answer **'Yes'** to any of the above then you may be eligible to apply for a CiaO Award

If the is answer **'No'** to all of the above you may wish to visit our Other Resources Page on our website, which has links to other organisations and alternative ways in which to access assistance.

We especially welcome nominations for elderly candidates and those experiencing financial hardship.

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How to Apply

There are various steps to completing the application for a CiaO Award. Included here is a handy guide and details on completing an application form fully, to **nominate** someone for a CiaO Award. It also has points you may need to consider before starting.

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First Step

- If you haven't already done so, please double-check the previous -**Who Can You Nominate? Section** - to check if the **nominee** fulfils those requirements
- Think about how we can assist the **nominee**, for example a project / idea / commodity etc. that you are requesting the CiaO Award for
- How will it benefit them?
- How will it benefit others?
- Make a list of all the things you feel should be included in your application. Keep this as a checklist to ensure that you have included everything in your application.
- Speak to relevant people involved and go through the questions on the form and make a note of the main points that answer them.

Completing The Form

- You may wish to complete a draft copy of the application form in the first instance, so you can include information / suggestions from other parties and ensure you are happy with it before it is sent to us.
- You can download a Pdf copy of the application form at www.ciaofoundation.com/the-ciao-awards/application.html
- You will also be able to upload your filled in application form on this page or if you prefer go to the Online Version and fill it in electronically on the website
- It is best if you can keep the application as clear and concise as possible. Try to avoid the use of jargon or if it is necessary include an explanation to ensure it is easy to understand. Only include the most

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relevant details relating to the application.

- Please ensure that the form is fully completed. Remember to include all requirements, resources, any other organisations you or the *nominee* have approached and what has been requested from them.

Supporting Information

The following information should be included to support your application if applicable:

- Individuals involved
- Project or idea plan, if applicable
- Details of any organisation involved in your idea / activity or that will benefit from participating in the project.

Checking Your Application

- Make sure that you have completed each section of the application form fully. A clear explanation will prevent the need for us to request further information from you and delay the process.
- Please ensure that yours and the *nominee's* details are correct and provide any back-up information showing how the total cost was reached.
- If you are nominating on behalf of a group or organisation, please provide case studies, letters or testimonials from people who will directly benefit / have benefited from your project. The same goes for schools / colleges organising trips for students. Please include details of how an individual will benefit and how they will use the award in their future. We also find pictures / photos particularly useful additions where available.

Please note:

Unfortunately we cannot return any hard copy documents, paperwork or photographs, sent by post, that you may supply to aid your application. If you do need to send supplementary information in this form, we suggest using copies. Applications **will not** be considered outside the normal Trustee's meeting schedule. A schedule of meeting dates, respective deadlines for receipt of applications and application forms are available on our website Schedule page at www.ciaofoundation.com/about/schedule

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The Application Process

Once We Have Received Your Application

How we assess applications

When we have received your completed application, we will start our assessment. We will email to confirm receipt of your application and if necessary request any further information to support / complete your application. It is vital that you check your email inbox / spam folder regularly as this will be the initial method of contact. We request that you respond promptly to any emails as any delays in receiving replies may result in your application not being reviewed by the Trustees at chosen meetings. If it is not received back in time for the meeting it will be held and put forward to the next scheduled meeting.

We may contact you with any questions or requests for further information. If you are requesting assistance or equipment from a CiaO Award with a monetary value in excess of £200 + then we may arrange to visit the project before further assessment of your application takes place.

As a small charity we are not always in a position to support every nomination or application received as much as we would like to. This is something to consider when working out what resources and assistance you are requesting from us.

We aim to assess each application equally and fairly. The Trustees review each application prior to their meetings and provide their comments. These comments are then discussed at the Trustees meeting where a decision is reached.

Decision

All decisions on shortlisted applications will be provided in writing. We are unable to discuss the progress of applications over the telephone. If you are

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successful in obtaining an Award you will be sent a letter confirming in what form and how the Award will be provided. This will also include the terms and conditions of the Award which you are required to sign and return to us prior to any provision.

Return of award documentation

You will be required to return a signed copy of our terms and conditions within 14 days of receipt of the award notification. Failure to do so may jeopardise your CiaO award.

Provision of the award

Subject to receipt of the signed terms and conditions document, within the specified timeframe, the award will be provided by preferred method indicated.

The CiaO Foundation usually requires an award, in whichever form it takes, be used within 12 months of provision. In exceptional circumstances, please obtain confirmation from the Trust that assistance or resources may be held for longer. Any award not used will need to be returned to The CiaO Foundation.

Withdrawing the offer

We will withdraw the offer of assistance if the completed terms and conditions are not returned within the specified time limit. You can submit a new application and this will go through the normal assessment process.

Unsuccessful applications

All applications go through the same process for consideration. The CiaO Foundation is a new and small organisation. As much as we would like to assist everyone who makes an application, unfortunately, the reality is that some will be unsuccessful. If we haven't contacted you after the next scheduled Trustees meeting, you can assume that your application on this occasion has not been successful.

We understand you may be disappointed if you are unsuccessful in obtaining a CiaO Award. We would however encourage you to apply again, in the

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future, or review the links to other resources of help on Other Resources Page on our website.

Again, as a small organization, we cannot reply individually or provide a reason behind all application decisions unless you are shortlisted.

Further applications

You may not apply for several awards, if you or your *nominee* has already received or been successful in receiving an award. You must allow a 12-month period between applications. Applications will go through the normal process for consideration. There is no guarantee that you will be successful in securing an award again.

However if you have never been successful in receiving an award you are welcome to apply for another *nominee*, project or idea at any time.

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Receiving a CiaO Award

When you receive your CiaO Award

With a successful application and the return of signed terms and conditions documentation, your CiaO Award will be provided in the agreed form. Your **nominee** can proceed with their project or ambition, with the award or assistance provided. The Trustees may, on occasion, wish to attend any opening / completion ceremonies and invite you to CiaO Foundation events.

Changes to Award usage

Please be aware, if for some reason there is a change of circumstances for the use of the provided Award, you will be required to write to the Trustees providing information on the change of use. The Trustees will consider this request and you will be notified in writing as to whether or not they agree. If they do not agree for the change of use of the award you will be required to fully reimburse The CiaO Foundation.

Finishing your concept

At the end of the **nominee's** project / idea we will require you to complete an 'End of Award Monitoring Report.' This will tell us how the Award was used, and what was achieved with it. You will also be asked to provide any photographs, case studies or testimonials as part of this report, which we may use on our website.

We may wish to follow up with a visit or contact you to monitor progress / impact of our assistance on your project. Failure to provide any feedback may impact any future applications you make to The CiaO Foundation.

Media/PR

If you prepare any publicity specifically for the related **nominee** or project that the Trustees are providing assistance for we would request that a copy of such information is sent to us.

We may publicize details of your **nominee**, project/trip on our website together

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with any photos that you have provided.

HELP AND ADVICE

If you have questions regarding whether you can ***nominate*** someone to us for a CiaO Award, how to make an application or on any aspect of the application process, please do contact us via email on info@ciaofoundation.com

Or through our website contact page at www.ciaofoundation.com/contact-us

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