



**SURF**  
Scotland's Independent Regeneration Network

Support to Work



# The SURF Awards for Best Practice in Community Regeneration 2013

## Application Form: Support to Work

Organised by SURF in partnership with the  
Scottish Government

[www.scotregen.co.uk](http://www.scotregen.co.uk)



# Support to Work

This is an application form to the 2013 SURF Awards in the Support to Work category.

For more information on the SURF Awards, including criteria for the other four categories, please download the information paper at the following link:

<http://www.scotregen.co.uk/wp-content/uploads/2013/06/Awards-information.pdf>

## About the Application Process

We know that those involved in regeneration at all levels are very busy, so the SURF Awards application form and process is designed to be as brief and clear as possible.

Projects can be nominated for a SURF Award by email, post or fax. Applications can either be self-nominated or by a third party.

Projects are only allowed to enter in one category in any given year.

The judges will wish to visit at least three short-listed projects in each category before deciding upon an overall winner. The category winners will be announced at a celebratory awards dinner in Glasgow on the evening of Wednesday 4 December 2013.

While we will welcome and acknowledge all applications, due to the number of entries we receive and the limited resources available, we regret that we are not able to provide feedback on projects that are not shortlisted.

## How to Apply

SURF Award applications should comprise only a single completed application form for the selected category.

Responses to the category criteria will be the only information that the independent SURF Awards judging panel will use in making their assessments.

Please do not supply any other materials or information as this will not be made available to the judges for consideration.

To submit an application in the Town Centre Regeneration category, please complete the information on the following pages of this application form and return it to SURF before the closing date.

This application form is also available in Microsoft Word format for electronic completion. You can also request a hard copy by contacting the SURF staff team on the details below.

MS-Word format: <http://www.scotregen.co.uk/wp-content/uploads/2013/06/Awards-support-to-work.doc>

Completed application forms can be submitted by post, fax or email:

- EMAIL – [info@scotregen.co.uk](mailto:info@scotregen.co.uk)
- POST – SURF, Orkney Street Enterprise Centre, 18-20 Orkney Street, Glasgow G51 2BX
- FAX – 0141 583 4151

The closing date for applications to the 2013 SURF Awards is 2pm on **Monday 19 August 2013**.

Applicants should receive an acknowledgement of entry by email within 48 hours of the closing date. If you do not, please contact SURF on the below number by no later than one week after the closing date.

For any queries about the application process for the 2013 SURF Awards, please call Derek Rankine at the SURF office on 0141 585 6879 or send an email to [derek@scotregen.co.uk](mailto:derek@scotregen.co.uk).

# Support to Work

The 2013 SURF Award for Best Practice in employability services for people with additional support needs

**Context** – Welfare Reform at a UK Government level has placed a requirement on many people with additional support needs to undertake work-related activity or seek work. Learning from services that successfully support people into sustained employment is essential to help others fulfil their potential in the labour market.

**Purpose** – To highlight and reward good practice in the provision of employability services for people with additional support needs. This award will be presented to a project or employer that supports community regeneration by delivering effective employability support that achieves sustained job outcomes for disabled people, or those with additional support needs, of any age group.



**Criteria** – Entries will be expected to demonstrate:

**UNDERSTANDING:**

- An appreciation of the difficulties and barriers faced by people with additional support needs when seeking work

**FLEXIBILITY:**

- Individualised and tailored support focusing on individuals' skills, ability and experience

**COLLABORATION:**

- Evidence of appropriate and effective partnership engagement, including strong links with employers, both in design of services and supporting transition to work

**EFFECTIVENESS:**

- Skilled, trained and highly committed staff

**ACHIEVEMENTS:**

- Excellent outcomes and successful transitions into sustained employment

**TRANSFERABLE LESSONS:**

- The potential to offer learning outcomes and models of good practice to share with other employability initiatives

A 2013 SURF Awards application form for the Support to Work category is available at the following link:

<http://www.scotregen.co.uk/wp-content/uploads/2013/06/Awards-support-to-work.pdf>

This SURF Award category is supported by the Scottish Government's Employability Team





## Project Information Page

Project Title:

Project Outline: Please provide a brief overview of your project (up to 200 words):

### Main contact for the nominated project

Name:

Position / role:

Organisation:

Address:

Postcode:

Tel:

Email:

### Nominated by (if different from main contact)

Name:

Position / role:

Organisation:

Address:

Postcode:

Tel:

Email:

I confirm that I am submitting this application to the Support to Work category of the 2013 SURF Awards for Best Practice in Community Regeneration.

# Support to Work

The 2013 SURF Award for Best Practice in employability services for people with additional support needs

**UNDERSTANDING:** An appreciation of the difficulties and barriers faced by people with additional support needs when seeking work (Up to 300 words):

**FLEXIBILITY:** Individualised and tailored support focusing on individuals' skills, ability and experience (Up to 300 words):

# Support to Work

The 2013 SURF Award for Best Practice in employability services for people with additional support needs

**COLLABORATION:** Evidence of appropriate and effective partnership engagement, including strong links with employers, both in design of services and supporting transition to work (Up to 300 words):

**EFFECTIVENESS:** Skilled, trained and highly committed staff (Up to 300 words):

# Support to Work

The 2013 SURF Award for Best Practice in employability services for people with additional support needs

**ACHIEVEMENTS:** Excellent outcomes and successful transitions into sustained employment  
(Up to 300 words):

**TRANSFERABLE LESSONS:** The potential to offer learning outcomes and models of good practice to share  
with other employability initiatives (Up to 300 words):



**WHO ENTERS THE SURF AWARDS PROCESS AND WHY?  
A SURF AWARDS 2013 MONITORING FORM**

SURF, and the Scottish Government, who sponsor the SURF Awards, want to understand a bit more about what sort of projects are being reached in efforts to encourage entries.

We would be grateful if you could take just a few minutes to answer the questions below and simply return it to us with your SURF Awards 2013 entry application form. This information could help SURF secure continued support for the SURF Awards and further improve the application process.

*N.B. The completed monitoring forms will not be seen by the judging panel and will form no part of the selection process. They are purely for gathering general information.*

1) **Marketing**- How did you find out about the SURF Awards?

Please tick

- From the SURF website/e-bulletin
- From the Scottish Government website/e-bulletin
- From another newsletter/website/e-bulletin
- Social media (Twitter, Facebook etc.)
- Word of mouth
- Have applied previously
- Other - please specify:

2) **Motivation**- What is the main motivation for applying?

Please rank from 1-4, where 1=most important and 4=least important:

Enter a '1' next to your first choice, '2' next to the second choice, and so on.

- To spread awareness of the work being done
- To gather political support for the project
- To help secure future funding
- To give the staff and volunteers a morale boost
- Other - please specify:

3) **Membership**- Is the nominating organisation currently a SURF member? *N.B. this has no effect on the outcome of your application.*

Please delete as appropriate:

**YES / NO**

**4) Geographical scope of the project**

Please tick

- Immediate neighbourhood (up to 5k population)
- Local area (up to 10K population)
- Town/Citywide
- Regional
- National

**5) Target groups**

Which of the following groups of people are intended to benefit most from the work of the project?

Please tick all of the options that apply

- Children
- Young people
- Older people
- Disabled people
- People from ethnic minority groups
- All local residents

**6) Sector**

Which of the following is closest to describing the applicant organisation?

Please tick

- A community group
- A voluntary organisation
- A public sector organisation
- An academic organisation
- A private sector organisation

If none of the above fit, even in general terms, please say how you would categorise it here:

**Resources**

**7) What is the current financial turnover of the project you are nominating?**

Please tick

- Less than £3000
- £3000 - £10K
- £10k – 50k
- £50K – 250K
- More than £250K

**8) How many paid staff, as full time equivalent positions, are employed to work on the project being nominated?**

Please tick

- None
- 0.5 to 3
- 4 to 8
- 9 or more

**9) How many volunteers are involved in managing the project? Enter number:**  
and how many in the delivery of the project's work? Enter number:

**Thank you very much for taking the time to complete this form. The form will be removed from the rest of your application before it is passed to members of the independent judging panel.**