

# Application Guidelines

The UK River Prize celebrates the achievements of those individuals and organisations working to improving the natural functioning of our rivers and catchments, and recognises the benefits to society of having a healthy natural environment. It is a collaboration across England, Wales, Scotland and Northern Ireland to celebrate best practice across the four countries.

The UK River Prize is administered by the RRC. It is judged by a panel of UK experts. The UK River Prize will be awarded on 24<sup>th</sup> April 2018 at the UK River Prize Awards Dinner, in association with the RRC Annual Conference in Nottingham.

## Who should enter?

Organisations involved in river and catchment restoration and protection in the UK can enter the UK River Prize. The project or programme of projects you enter must have taken place in the UK (or across national borders as long as significant activity has taken place in the UK).

Applications should demonstrate:

- Achievements in river or catchment restoration and management.
- Effective involvement of stakeholders and communities;
- Innovative approaches to integrate social, economic and ecological outcomes into projects, and as part of a long-term vision;
- An integrated, science-based process for improving or maintaining river ecosystem health, and demonstration of success;
- The multiple benefits derived from the work.

Applications will be considered in their local political or social context.

## Categories

The judging panel will sort entries into relevant categories to account for differences in scale and budget. The top project in each category will go forwards as finalists to be announced at the beginning of March. For example, previous categories have included:

- Catchment-scale project
- Innovative project
- Urban project
- Partnership and multiple benefit project

You do not need to propose a category in your application.

The Overall Winner, UK River Prize 2018 will be announced at the awards event, 24<sup>th</sup> April 2018.

## Application Process

Applications will **only** be accepted if they are completed and submitted electronically.

### Steps to follow to enter:

1. Read and sign the Terms and Conditions, noting your responsibilities if you become a finalist or overall winner.
2. Complete the UK River Prize Application Form on the RRC website: <http://www.therrc.co.uk/2018-uk-river-prize> by **Monday February 19<sup>th</sup> 2018**.
3. Upload your case study to the RiverWiki: <http://www.therrc.co.uk/eu-riverwiki> by **Monday February 19<sup>th</sup> 2018**.
4. Finalists will be announced at the end of March.

Finalists will be asked to provide a short 3 minute video that illustrates their nominated project. This video will be screened at the 2018 UK River Prize Awards Dinner at the De Vere East Midlands Conference Centre, Nottingham (24<sup>th</sup> April 2018).

## Judging Process

1. Quick review of submissions in early March – to highlight any questions that need to go to the applicants prior to judging.
2. Judging of submissions in mid-March.
3. Late March contact and announce the finalists and ask to provide additional information (outlined below).
4. 24<sup>th</sup> April 2018 winner announced.

## Guidelines

Applications must comply with the following format:

- Electronic:** All applications must be submitted via the UK River Prize web form. Images or video are also encouraged up to a total of 15 files. These should include 4 good photos of your project, snippets of media coverage, etc. If you have any larger file sizes (e.g. videos) please contact the RRC. Reports over 10 pages must be reduced to pertinent extracts within this page limit.
- General:** Entrants must spell out acronyms and abbreviations in the first instance of it appearing in the submission.
- Length:** Each question sets out how much space should be assigned to answering that question. Applications must not exceed this limit.
- Criteria:** All sections and questions must be addressed in the corresponding section of the online forms. Please aim to answer the specific questions clearly as they relate to your project, as the application is scored on this basis.

**RiverWiki:** Register on the [RiverWiki](#) and add your project. The application questions should allow you to fill in the project overview section including a project picture. At the bottom of the page there is a User Guide, factsheets and explanation videos to help you with the process. RRC can provide additional support.

## Finalists' Commitments

- Finalists will be required to produce a 3 minute video which will be shown during the River Prize awards dinner.
- Entries identified as finalists will be asked to present their work through a poster displayed at the RRC Annual Network Conference (24<sup>th</sup> & 25<sup>th</sup> April 2018). Venue: De Vere East Midlands Conference Centre, Nottingham.
- The winner will be announced at the UK River Prize Awards Dinner on the 24<sup>th</sup> April 2018 in association with the RRC Annual Conference. We would like all finalists to attend the awards dinner and will provide two free dinner tickets per project. Finalists may also wish to attend the 2018 River Restoration Centre Annual Network Conference and would need to apply through the [Conference Booking Process](#). Discounted conference rates for small NGO's and individuals are available.

## Winners Commitments

Winners agree to look after and return the Nigel Holmes Trophy in the condition in which was received, to be awarded on to the following year's winner. The winning river name and date will be added to the trophy.

Winners agree to provide a statement about the positive impact of winning the UK River Prize.

RRC will work with the winners to offer a site visit to the winning project, to be hosted by the winners and or partners.

## Terms and conditions

1. The applicant must ensure that their project is uploaded onto the RiverWiki by the 19<sup>th</sup> February to be entered into the evaluation process.
2. You will retain ownership of intellectual property rights in submitted entries, supporting materials and images (the Entry) but grant the River Restoration Centre perpetual royalty free permission to use the Entry for any promotional or other non-Commercial use with right to sublicense on condition that all use and sublicensed use is non-Commercial only.
3. Finalists may attend the 2018 River Restoration Centre Conference at their own expense and would have the opportunity to present their work via a conference poster; the UK River Prize process is unable to provide financial assistance. Discounted rates for small NGO's and individuals are available.
4. Applicants must not contact any member of the UK River Prize judging panels (in relation to an entry) during the judging process, either verbally or in writing, about the UK River Prize process or any specific application. This type of contact will render the entry of the person contacting the judging panel invalid. Any contact should be made via the RRC's main contact page/email/phone number.

5. Members of the UK River Prize judging panel may contact referees and make enquiries of acknowledged experts in regard to any of the entries. The judges' decision will be final.
6. No submitted entries or supporting material will be returned to the applicant.

## Application sheet explained

<b>UK River Prize</b>	
<b>Components</b>	<b>River Prize Selection Criteria and Explanation</b>
<p><b>SECTION A</b></p> <p><b>ADMINISTRATIVE</b></p>	<p><b>A.1 Administrative details</b></p> <p>Please insert your project and river name, county, country, personal details and second contact details.</p> <p>Please insert details for any joint applicants.</p> <p>Please read and accept the Terms and Conditions.</p>
<p><b>SECTION B</b></p> <p><b>YOUR ORGANISATION AND PARTNERS</b></p>	<p><b>B.1 Organisational overview – Background/history (200 word limit)</b></p> <p>Set the context for your application through a clear organisational overview. You may wish to include information such as your organisation/project's relevant history, the catalyst for your project and your involvement with the river. If you are not the main project instigator, please provide similar information of the other key partners.</p> <p><b>B.2 Roles of other parties as they relate to the project (if applicable) (200 word limit)</b></p> <p>Managing rivers involves many stakeholders. The River Prize entry may be on behalf of a group of organisations. Please outline the roles and responsibilities of the various participating parties involved in the process.</p> <p>[Specific activities, outcomes and achievements should be detailed in section C]</p>
<p><b>SECTION C</b></p> <p><b>YOUR PROJECT</b></p>	<p><b>C.1 Summary of project (400 word limit)</b></p> <p>Set out the background and need. State clearly the aim and objectives of the project and summarise the main methods employed and activities undertaken on the nominated river.</p> <p>Include <b>what</b> the project is, <b>where</b> it is located, <b>when</b> it was done <b>why</b> the chosen methods/techniques were appropriate and <b>how</b> the project would deliver its objectives.</p> <p><b>C.2 Describe how your works fit in to a coordinated plan or strategy (200 word limit)</b></p> <p>Is the work a one-off, a critical single outstanding barrier, part of a wider stated vision, part of a long term strategy, etc.</p> <p><b>C.3. Project scale</b></p> <p>It is helpful to have relevant project dates for inception, planning, and the actual works start and finish dates for the main work reported. Please also include an indication of the project costs in this section.</p> <p><b>C.4 Describe your monitoring and evaluation (200 word limit)</b></p> <p>How will you show that you have achieved your goal, and show the progress that you are making towards it. What have you monitored? What has your evaluation shown?</p> <p>Please provide any results in section D.</p> <p><b>C.5 Describe your long-term vision for the project (200 word limit)</b></p> <p>Has this project now finished? What else needs doing? Where do you go from here?</p>

