

# Application Guidelines

The UK River Prize celebrates the achievements of those individuals and organisations working to improve the natural functioning and ecological integrity of our rivers and catchments, and recognises the global benefits to society of 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 River Restoration Centre (RRC). It is judged by a panel of UK experts. The UK River Prize will be awarded on 21<sup>st</sup> April 2020 at the UK River Prize Awards Dinner, in association with the RRC Annual Network Conference in Harrogate.

## Who should enter?

Any organisation or partnership can enter. Lead partners should aim to involve other partner organisations in contributing towards those sections that they might best be able to report on and demonstrate success in.

The single project or long-term programme of projects you enter can be site or catchment-scale and must have taken place in the UK. Projects can cover a range of issues, techniques and benefits. Previous projects have included: catchment scale; small stream; natural flood management programmes; urban volunteer-led in-channel restoration; site-specific species or habitat focussed schemes; multi-year programmes addressing physical modifications; and working to restore natural processes.

Applicants **MUST** be able to demonstrate the environmental success of the work undertaken as well as other wider benefits. This should include:

- Understanding and working with river morphology and ecology;
- Measurement against specific and measurable environmental and social objectives;
- Effective involvement of stakeholders and communities;
- Innovative approaches to integrating social, economic and ecological outcomes into projects, and as part of a long-term vision;
- An integrated, science-based process for improving / maintaining and monitoring river and floodplain ecosystem health;
- The multiple benefits derived from the work.

Demonstration is easier to evidence where the project has had time to settle, adjust, colonise and recover from disturbance – consider older projects where information on success might be more available.

Applications will be considered in their local political, social and scale 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 forward as finalists to be announced in late March 2020. For example, previous categories have included:

- Catchment-scale project(s) – Single big schemes or grouping multiple projects over time
- Small-scale ‘technical’ project – detailed focus on a single scheme
- Innovative project – new ideas, new ways of working, evaluation and evidence
- Urban project – improving rivers within urban constraints, for urban communities
- Partnership and multiple benefit project – addressing multiple wide-ranging issues

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

The Overall Winner, UK River Prize 2020 will be announced at the RRC Conference awards event, on 21<sup>st</sup> April 2020.

## Application Process

Applications will **only** be accepted if they can demonstrate success, and 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/2020-uk-river-prize> by **February 19th**.
3. Upload your case study to the RiverWiki: <http://www.therrc.co.uk/eu-riverwiki> by **mid-February (date to be advised)**.
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 2020 UK River Prize Awards Dinner at the DoubleTree by Hilton Majestic, Harrogate (21<sup>st</sup> April 2020).

## Judging Process

1. Quick overview of submissions in early March – to highlight any queries or matters of clarification needed 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. 21<sup>st</sup> April 2020 - winner announced at the awards ceremony.

## 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 must be reduced to pertinent extracts, limited to max. 10 pages.
- General:** Entrants **must spell out any/all 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 the answer. **Applications must not exceed this limit.**
- Criteria:** All sections and questions must be addressed in the corresponding section of the online forms. Please answer the specific questions clearly as they relate to your project, because the application will be 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.
- The winner will be announced at the UK River Prize Awards Dinner on the 21<sup>st</sup> April 2020 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 2020 River Restoration Centre Annual Network Conference and would need to apply through the [Conference Booking Process](#). Discounted conference rates for small NGOs and individuals (e.g. students and retirees) 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 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 mid-February (exact date to be advised) 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 2020 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 NGOs and individuals are available.
4. Applicants must not contact any member of the UK River Prize judging panel (in relation to an entry) during the judging process, either verbally or in writing, about 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

UK River Prize		
Components	River Prize Selection Criteria and Explanation	
SECTION A  ADMINISTRATIVE	<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>	
SECTION B  YOUR ORGANISATION AND PARTNERS	<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/partnership'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, as they relate to the project.</p> <p>[Specific activities, outcomes and achievements should be detailed in section C]</p>	
SECTION C	<p><b>C.1 Summary of project (400 word limit)</b></p> <p>Set out the background and need for the work. State clearly the <b>aim and objectives</b> 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 is being monitored and evaluated against its objectives.</p> <p><b>C.2 Describe how your project fits in to a coordinated plan or strategy (200 word limit)</b></p>	

<p><b>YOUR PROJECT</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. Demonstrate its importance.</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/magnitude in this section.</p> <p><b>C.4 Describe your monitoring and evaluation (200 word limit)</b></p> <p>Can you show that you have achieved your goals/objectives, or demonstrate the progress that you are making towards them. How are you monitoring change? What has your evaluation shown?</p> <p>[Please provide your 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>	
<p><b>Components</b></p>	<p><b>River Prize Selection Criteria and explanation</b></p>	
<p><b>SECTION D</b></p> <p><b>OUTSTANDING ACHIEVEMENTS</b></p>	<p><b>D.1 Demonstrate your achievements in restoring the natural processes of the river system/catchment (500 word limit)</b></p> <p>Include evidence of your success: monitoring results, assessments, anecdotal feedback, media coverage, photographic records, etc. What evidence is there that others can see that the work has been successful and that it is achieving your project's objectives.</p> <p><b>D.2 Demonstrate working in partnership (400 word limit)</b></p> <p>How closely did you involve others in the project and the process and in what way? Who were they? What were the benefits to the project and to the partners of doing so?</p> <p><b>D.3 Demonstrate the contribution to globally important issues and multiple benefits arising from your work (400 word limit)</b></p> <p>Such as: Climate, biodiversity and ecosystem restoration as well as other drivers such as reduced flood risk; enhanced social, economic, and ecological factors; landscape improvements; recreation and education benefits, etc.</p> <p><b>D.4 How did you incorporate restoring/working with natural processes? (300 word limit)</b></p> <p>Show how understanding the river and its catchment has underpinned your work?</p> <p><b>D.5 Disseminating your work (300 word limit)</b></p> <p>How have you made the knowledge and experience you have gained accessible both locally, and to the wider river and catchment management community? – were there constraints to this?</p>	
<p><b>SECTION E</b></p> <p><b>AUTHENTICITY VERIFICATION</b></p>	<p><b>E.1 Referee details</b></p> <p>Regardless of the scale of the river project or the number of partners involved, <b>two independent referees</b> must be given.</p> <p>Referees may be contacted by a member of the judging panel or their nominated officer. These referees must be qualified to attest to the authenticity of the content submitted.</p> <p>Referees should be able to provide comment on one or more area of: technical work; evaluation; strategy; community participation; achievements.</p>	
<p><b>SECTION F</b></p> <p><b>SUPPORTING DOCUMENTATION</b></p>	<p><b>F.1 Supporting files (up to 15 high res image files)</b></p> <p>These may include project or scientific summaries, short reports or sections of reports and any other materials, such as testimonials, media reports, letters, maps, awards, etc. to support your application. <b>Reports must be reduced to pertinent extracts within a limit of max. 10 pages.</b></p>	

	<p>Once your application form has been submitted, you will be asked to upload your supporting documentation.</p>	
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These documents must be provided electronically following the online application. A link will appear on the acknowledgement page.

You should include 4 high resolution images (300dpi) that can be used to promote your activities if you become a finalist.



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