



2017 CIVICUS NELSON MANDELA - GRACA MACHEL INNOVATION AWARDS



TERMS & CONDITIONS

Updated: 24 August 2017

1. Introduction:

The 2017 Nelson Mandela – Graça Machel Innovation Awards is celebrating its 12th year of recognising individuals and organisations for their excellence, innovation, and bravery in creating positive social change.

The Innovation Awards are part of the global SPEAK! campaign, which seeks to give a voice to everyone, everywhere. Led by CIVICUS through the Civic Space Initiative, SPEAK! and the Innovation Awards will together help celebrate, promote, and defend the voices of ordinary citizens in ensuring a more just and sustainable future for all.

2. Category Definitions:

The Awards will recognise outstanding activists, organisations and donors whose work demonstrates innovative or bold approaches, perseverance in the face of challenges, significant reach, and measurable impact.

One award will be conferred in each of the following categories:

- Youth Activist: An individual who has worked for positive social change and is younger than 30 as of August 1st, 2017.
- Individual Activist: An Individual who has worked for positive social change and is 30 years of age, or older, as of August 1st, 2017.
- Civil Society Organisation: A registered non-profit organisation that has worked for positive social change and has two or more full-time employees.
- Brave Philanthropy (Donor): An individual or organisation that has provided financial support for an activist, organisation or campaign engaged in social change despite financial or other risk, public perception, or donor-norms.

3. Eligibility Requirements:

In addition to the above Category Definitions, the following eligibility requirements apply for all nominations:

- i. Nominators can nominate themselves or organisations with which they are affiliated, or nominate other individuals or organisations.
- ii. Nominators can submit a maximum of one nomination per category.
- iii. Nominations must be based on specific activities that took place between 1 May 2016 and 31 July 2017. (Any nominations based on activities that took place outside of this time frame will not be considered.)
- iv. No member of the Civic Space Initiative or individual who is otherwise involved with the Nelson Mandela – Graça Machel Innovation Awards, whether as an officer, director, employee, or independent contractor, is eligible to be nominated.

4. Nomination Period:

- i. The Awards nomination period begins on 28 August 2017 and ends at 11:59pm (GMT+2) on 21 September 2017.
- ii. CIVICUS reserves the right to extend the nomination period and post notification of any extension on the Awards webpage (<https://www.togetherwespeak.org/awards/>).
- iii. All nominations should be submitted via the Awards webpage using the online form. However, recognising the digital divide, we encourage individuals and organisations with resources to assist possible nominators who may not have access to the webpage, and we invite individuals or organisations to contact us if they require assistance.
- iv. All nominations must be submitted before the end of the nomination period.
- v. Due to the large number of nominations, CIVICUS may not be able to acknowledge receipt of submissions.
- vi. A selection of nominations will be posted on the Awards webpage as an example and inspiration for others.

5. Submission Guidelines:

- i. Nominators must answer all of the required fields in the online form within the character limitations specified for each question. CIVICUS is not responsible for attempted or failed submissions. Entries that are incomplete or corrupted will be void and can not be accepted.
- ii. All answers must be truthful and must pertain to the nominee. Any untrue information, exaggerations or misrepresentations will result in the nominee's disqualification.
- iii. Submissions may not contain any illegal, offensive or obscene subject matter.
- iv. Nominators may not copy or otherwise plagiarise any part of their submission from another source.
- v. Nominators must hold all rights to the entire submission. CIVICUS is not responsible for legal protection or clearance of submission content.
- vi. Nominators indemnify CIVICUS against any and all claims from any third party for any use or reproduction of the nominator's submission.
- vii. CIVICUS is committed to protecting the privacy of all nominators and will not share contact information with any outside parties.

6. Selection Process:

- i. All nominations will be pre-screened to ensure they meet the Category Definitions, Eligibility Requirements and Submission Guidelines outlined above.
- ii. CIVICUS will convene a judging panel comprised of members of the Civic Space Initiative, which includes CIVICUS, Article 19, World Movement for Democracy, and the International Centre for Not-for-Profit Law.
- iii. The judging panel may contact any nominator to request additional information or clarification regarding their submission. It will be the nominator's responsibility to respond to these requests in a timely manner.
- iv. The judging panel reserves the right to disqualify any entry that, in its opinion, violates the letter or the spirit of these Terms & Conditions.
- v. The selection process will take place in four phases, as detailed below.

6.1. First Round Judging

- i. Initial judging of valid submissions will take place from 22 September 2017 to 8 October 2017.
- ii. Submissions in the Youth, Individual and Organisation categories will be judged on the following criteria:
 - a. 30% Innovative Approach – *To what extent did the nominee use original or creative thinking to guide the strategy/implementation of their activities?*
 - b. 30% Measurable Impact – *What was the tangible impact of the activities? What data exists to support this? To what extent was the impact short vs. long term?*
 - c. 20% Significant Reach – *How many people were engaged by the activities, both directly and indirectly?*
 - d. 20% Overcoming Challenges – *What challenges/obstacles did the nominee face in implementing the activities? To what extent were these overcome?*
- iii. Submissions in the Philanthropy category will be judged on the following criteria:
 - a. 40% Bravery – *To what extent did the donor provided financial support for an individual/organisation despite financial or other risk, public perception, or donor-norms?*
 - b. 30% Measurable Impact – *What was the tangible impact of the activities? What data exists to support this? To what extent was the impact short vs. long term?*
 - c. 20% Significant Reach – *How many people were engaged by the activities, both directly and indirectly?*
 - d. 10% Overcoming Challenges – *What challenges/obstacles did the donor face in supporting the activities? How were these overcome?*

6.2. Shortlisting & Public Voting

- i. On 9 October 2017, the five nominees with the highest scores in each category will be announced on the Awards webpage.

- ii. Shortlisted nominees will be notified via email by 8 October 2017 using the information provided in their submissions. In the event that a shortlisted nominee does not respond by 11 October 2017 they will be disqualified and no alternate nominee need be selected.
- iii. Shortlisted nominees will be profiled through CIVICUS' social media network until 15 October 2017.
- iv. During the shortlisting period (i.e. 9-15 October 2017), members of the public will be encouraged to vote/endorse for their favourite nominee via the Awards webpage and on social media.

6.3. Final Round Judging

- i. Following shortlisting, the judging panel will again review the submissions for all shortlisted nominees to select Award winners.
- ii. Each submission will be reviewed against the criteria outlined above in section 6.1.
- iii. Important consideration will also be given to the number and nature of the public votes/endorsements that each submission received during the shortlisting period.
- iv. CIVICUS may choose to alter the composition of the judging panel for the final round of judging in order to offer alternative perspectives on submissions.
- v. Shortlisted nominees may be asked to provide additional documentation (e.g. letters of reference, independent verification of the activities contained in the submission). Nominees who do not submit the requested documentation in a timely manner may be disqualified from further consideration.
- vi. If deemed necessary, CIVICUS reserves the right to conduct criminal background checks on all shortlisted nominees.
- vii. The final round of judging will take place from 16-22 October 2017.

6.4. Notification & Announcement of Winners

- i. At the end of the final round of judging, nominees with the highest score in each of the four categories (i.e. Youth, Individual, Organisation and Philanthropy) will be the Award winners.
- ii. Winners will be notified confidentially on 23 October 2017, and will have until 11:59pm (GMT+2) on 27 October 2017 to accept their Award, or risk forfeiture. In such case, CIVICUS may choose the next highest scoring nominee in the relevant category to receive the Award.
- iii. Award winners may be required to complete an affidavit of eligibility and compliance together with a release for liability/publicity.
- iv. The public announcement of Award winners will take place during International Civil Society Week (ICSW) in Suva, Fiji in December.

7. Award Prizes:

- i. Award winners of the Youth, Individual and Organisation categories will be awarded a prize package worth approximately US\$4,550.00. This includes:
 - a. Return airfare to ICSW 2017 (value of approx US\$2,000)

- b. Registration fee waiver for ICSW (value of approx US\$250)
- c. Accommodation in Suva, Fiji for 3 nights/4 days for ICSW, together with the majority of meals (value of approx US\$500)
- d. Per diem for 4 days at ICSW (value of approx US\$300)
- e. Cash prize of \$1,500
- ii. The Award winner of the Brave Philanthropy category will receive a registration fee waiver for ICSW 2017.
- iii. Any costs or fees not specifically listed above will be borne by Award winners.
- iv. Award winners must confirm their intent to attend ICSW on or before 11:59pm (GMT+2) on 6 November 2017.
- v. If one or more of the Awards can not be physically presented to the winners at ICSW 2017 due to circumstances beyond CIVICUS' control, those Awards will be presented in absentia.

8. Publicity:

- i. CIVICUS reserves the right to use nomination submissions for any purposes it sees fit, including advertising and promotional activities, both prior to and after the Awards process.
- ii. CIVICUS reserves the right to publish the name and details of the Award winners online and share the information with third parties throughout the world, as and when appropriate.
- iii. CIVICUS will make reasonable attempt to notify nominators/nominees before publishing any of the information contained within their submission(s). However, where the nominator/nominee cannot be reached, CIVICUS reserves the right to publish the content of the submission without any compensation or notice, unless specifically prohibited by law.