

# WORKSHEET 4

## DETERMINE ELIGIBILITY CRITERIA AND RULES

### Awards 101: The Missing Manual for Awards Professionals

#### OVERVIEW



Now that you've worked through the worksheets 1-3 and outlined the general picture of the next awards cycle, you can start elaborating who specifically can enter the program, which requirements the applicants and their works must meet, and how applications will be judged.

#### PROGRAM ELIGIBILITY REQUIREMENTS



It is highly important to clearly define who is allowed and who is not allowed to participate in the program. The requirements should be as comprehensive and unambiguous as possible.

Questions	Answers
What requirements to the type of work submitted for evaluation do you explicitly specify?	<input type="checkbox"/> topic <input type="checkbox"/> materials used <input type="checkbox"/> budget <input type="checkbox"/> _____
Works/achievements completed in what period of time does your program recognize?	From _____ Till _____
How many categories can the applicant simultaneously submit to?	
Which restrictions to the physical/electronic size of submitted work do you impose?	<input type="checkbox"/> dimensions <input type="checkbox"/> weight <input type="checkbox"/> file size <input type="checkbox"/> format used <input type="checkbox"/> _____
Which states/regions/countries/areas does your program accept submissions from?	
Where should the submitted work be available for general public in order to be eligible for participation?	<input type="checkbox"/> nowhere (prototype is OK) <input type="checkbox"/> online

physical store

## PROGRAM RULES & REGULATIONS



*Determine what privileges, rights, and obligations the judges will have – be very deliberate as they decide who wins and who loses. Account for possible non-standard situations and provide clear resolutions to them.*

Questions	Answers
What qualifications/achievements should the person have in order to qualify as a judge for the program?	1. 2. 3. ...
Under what circumstances should the judge not be allowed to evaluate an entry?	<input type="checkbox"/> conflict of interest <input type="checkbox"/> applicant and judge from the same organization <input type="checkbox"/> _____
Which level of confidentiality should entries be granted?	
What is the min/max number of judges assigned to evaluate each entry?	Min: _____ Max: _____
How is the number of judges evaluating a particular category adjusted to category popularity / submission form complexity?	
What aspects of the program does your staff get training in?	
Are any adjustments required to the duration and start/end dates of the judging process?	
What steps are/should be made to attract judges' attention to differences in scoring forms for different categories?	
How can the scoring scale be adjusted to better reflect relative importance / value of different criteria?	
Which scoring options require additional explanation / clarification?	
How is the number of finalists / winners related to category popularity (number of entries/applicants in the category)?	
How are ties resolved?	<input type="checkbox"/> reserved judge <input type="checkbox"/> ties are OK <input type="checkbox"/> _____
Does your program allow the same work to win in multiple categories?	

How is the selection process for special prizes (if any) different from the standard scenario?	
Do judges have the finality of decisions? Are there exceptions to this rule?	