



Frequently Asked Questions: 2019 SMP Member Awards

This document gives a few FAQs around the SMP's 2019 Member Awards programme.

If this doesn't answer your question, please do contact awards@scotland-malawipartnership.org and we will do all we can to help.

Q: Why do I have to update my SMP profile web profile to enter?

A: This year we are using members' profiles as the interface to enter the member awards because it gives a useful channel for members to be able to tell their story through text, numbers, photos and video. The information given is publicly available and features in the online directory on the SMP website which is used by hundreds of thousands of people to learn about the bilateral relationship. So, by updating their profiles, members are able to not just enter the 2019 Awards Programme but also represent their links to a wider community and help build coordination of effort in the bilateral relationship. It's a really intuitive, user-friendly and easy to use interface, so we encourage all members to update their webpage and get involved. We hope members value the fact that using their Web Profile to enter the awards, rather than just an application form which only goes to the SMP office, is a better use of members' time and kills two birds with one stone.

Q: HOW do I update my profile?

A: It's very easy to update your webpage. Just go to www.scotland-malawipartnership.org/login/ enter the email address you gave when you joined the SMP and the password you set.

- If you can't remember your password, just put your email address in the "Forgotten your password?" box.
- If you don't know which email address is registered just email info@scotland-malawipartnership.org, tell us the name of the organisation/individual registered, and we will confirm the email address.

Then just follow the instructions online as it takes you through the process. It's all very intuitive. Click [here](#) for detailed step-by-step pictorial instructions.

Q: What makes a good profile?

A: The judging panel will look to award inspiring Scotland-Malawi links which:

1. Have positive impact in both Malawi and Scotland
2. Work within the SMP's 11 [Partnership Principles](#)
3. Inspire others to get involved
4. Are dignified, outward-looking, diverse and inclusive
5. Are pro-active in sharing their work and getting the word out

The more engaging, informative and inspiring members make their web profile, the better the chance of success, this could include some or all of the below:

- Having clear written information about your link and an inspiring 50-word quote about the impact you see
- Giving information about how many are involved and benefit, and what the total inputs are (this data then automatically feeds into national research by the University of Edinburgh)
- Having an attractive banner photo, profile image (/logo), and partnership photos
- Having a short video about your partnership
- Uploading a key document or two, giving information about your work

- Linking to your partnership's social media accounts
- Showing where you are working in Scotland and Malawi on the online map
- Taking the 'Partnership Principles' self-assessment
- Taking part in discussions and sharing your experience in the SMP's online forums
- Sharing which local authorities/districts you are working in, and which Sustainable Development Goals you are working towards

We're looking for an inspiring energy, dignified partnerships and people-to-people stories to inspire a nation!

Q: Do I have to include a video on my web profile?

A: No. It is up to you what you include. We know not everyone has the capacity, time or inclination to produce a short video, and that's fine. Not every aspect of a profile has to be completed to be successful in getting an award. Just complete what you wish to, providing whatever information you think most powerfully tells the story of your link with Malawi and best captures the spirit of friendship and cooperation.

Q: What if I get stuck or can't get the technology to work?

A: We are here to help and commit to giving all necessary support to everyone that requests it to ensure this opportunity is open to all. If you are stuck and the guidance we have does not answer your question, just email awards@scotland-malawipartnership.org and we will help. This might be help uploading a video, solving a technical problem, or booking a time to meet with you (in person or by phone/skype) to take you through the whole process.

Q: I am under 18, can I apply?

A: Data protection and child protection laws mean we cannot setup public web-profiles for members under 18. However, we are committed to ensuring every member that wants to be involved is supported to do so. In the first instance, we encourage those under 18 to get involved through their schools but if this is not possible, just email Gemma (gemma@scotland-malawipartnership.org), our Youth and Schools Officer and we will ensure you are able to be involved.

Q: Can schools apply or is there a separate programme for schools?

A: Yes. Any SMP member can apply now. We appreciate that launching in July with an August deadline isn't very convenient for schools, given the summer holidays. So we commit to having a separate schools-specific awards (with another exciting VIP) which we will launch at the end of the summer and give awards in December. But this does not exclude schools getting involved in this call if they wish.

Q: Are there Award categories?:

A: No. We decided this year not to have award categories but rather to just give general guidance about what the judging panel are looking for. This helps keep the Awards Programme as open and accessible as possible: we don't want to exclude anyone. The judging panel may choose to group the half-dozen or so awards that will be given into categories as part of the selection process but, again, we assure members this will not exclude anyone, it's just a way of ensuring that we have a broad, diverse and representative range of award winners across the different areas of the bilateral relationship.

Q: Do I stand a chance of winning if I'm from a small organisation?

A: Absolutely! The judging panel are keen to recognize a diverse range of organisations and individuals. They know that smaller organisations have less capacity to invest in videos, for example, and may operate at a smaller scale than others. This will not necessarily count against an application. It's about the energy that groups and individuals put into their links, and it's about finding powerful examples of partnerships and friendship in action which we can use to inspire the nation. Don't feel tempted to inflate your numbers – it's not about scale but about passion and energy.

Q: Why have a competition like this between members?:

A: Although the judging panel will select a handful of award winners to celebrate on the day, the SMP isn't about competition but collaboration. Feedback from members suggests the annual awards is a great way of helping members tell their stories and raising wider awareness of Scotland's links with Malawi. *All* our work is underpinned by friendship and human solidarity so no one Scotland-Malawi link is any 'better' than any other.

Q: What do I get for winning an award?

A: All winners will receive their award from and be photographed with HRH the Princess Royal. This will offer really good publicity and we will do all we can to promote winners' work in the media and on social media. All winners will be profiled on our website and in our bulletin. They will also be able to use special 'SMP 2019 Member Award Winner' branding on their website and on any media they wish.

Q: What if I don't win?

A: We will do everything we can to use this and other events to promote *all* those who apply. The Princess will be given a commemorative book which has full details of every applicant as a formal gift from the SMP. We will also have details of applicants shared through the awards ceremony, at the 5th October AGM and on our website. The Awards Programme is only a success if *all* those who apply, not just the winners, feel it has strengthened their Malawi link. So there's no excuse not to get involved!

Q: Why aren't the awards taking place in the AGM again?

A: We have decided to separate the two this year based on member feedback that the AGM was quite a long day. We welcome feedback after the event from members as to whether they like this change or not and will continue to be led by members' views. The Princess Royal is not able to attend on the weekend which is why the awards are taking place on a weekday.