

Engaging People Awards 2025

FAQs for the website, to support the entry process

➤ **The Awards are for recent projects. How do I know if my project is eligible for Awards 2025?**

We can only consider projects that have opened to the public between **12th April 2023 and 22nd April 2025**. If your project began or was completed before or after these dates, then unfortunately it's not eligible for this awards round.

➤ **How do I know which category to put my project into? What if it could fit into more than one category?**

If you are unsure which category to enter, please visit ahi.org.uk/awards2025 for descriptions of each category. If your project could fit into more than one category, please pick the one you feel is most suitable and would celebrate your project most effectively. The judging panel will contact you if they feel a change of category is required.

➤ **How much does it cost to enter a project?**

The entry fees are: £40 for AHI Individual Members; £60 for Non Members; and £15 for Constituted Community Groups. If you are unsure which of these you fall into, please email admin@ahi.org.uk and put 'Awards 2025 query' in the subject line. You'll find details of how to pay for your entry at the end of the entry form.

➤ **When do I need to send in my entry form?**

The closing date for entries is **Wednesday 30th April 2025**. Please note that no extension will be given as in previous years. You **must** send in your entry form by this date. However, if you need more time to gather the supporting evidence, this additional material must be submitted by Friday 9th May 2025.

➤ **Can I just send a completed entry form or is there anything else I need to include?**

We ask that you include **up to five high resolution jpg photographs** to illustrate the stages of your project development. These images should be copyright-free and available for use by AHI to promote the awards.

You are also welcome to send other supporting material to help the judges assess your project. We welcome any of the following as an email attachment or web-link: Guidebook; Leaflet, brochure or poster; Map or plan of your project or site; Video, audio or other multimedia files; Digital outputs (e.g. smartphone app / webpages / social media / blog); Visitor feedback (e.g. visitors' book comments, TripAdvisor, survey results).

We also welcome any report summaries that will help us understand more about your project e.g. excerpts from planning proposals, consultation reports, grant applications or evaluation studies.

➤ **How will I know if my project has been shortlisted for an award?**

Every entrant will be contacted by the end of May 2025, to tell you whether you have been shortlisted or not.

➤ **What happens if my project is shortlisted?**

Your site or project will be visited anonymously by two AHI judges during the summer. They will prepare a report for the Awards Panel, who select the winners from the shortlist. You don't need to do anything at this point, although we may ask you for more information to support the site judges' visit e.g. to supply entry tickets, visiting details, evaluation material.

➤ **Can I tell people that our project has been shortlisted?**

Please do tell everyone. Being shortlisted is something to be celebrated.

➤ **How will I know if my project has won an award?**

The category winners, the overall Award for Excellence, and the winners of the Young Interpreter and Outstanding Contribution awards will be announced at a special awards gala dinner at the AHI Conference 2025 in Cardiff 8-10 October. Details for how to attend the awards dinner will be shared nearer the time.

➤ **I am having trouble downloading and completing the form. What should I do?**

Contact admin@ahi.org.uk and put 'Awards 2025 download issue' in the subject line. We can then, for example, email you a copy of the form instead.

➤ **I am struggling to know what to write on the form. Can you help?**

The first page of the entry form sets out what we would like to know about your project. We want to know about the finished experience but also need to understand the process you went through to deliver it. Tell us as best you can in your own words about what you have done, why you did it that way, who was involved and what difference your project is making for your audiences, your project team and your site or collection.

We aren't looking for perfectly written entry forms – we're looking for brilliant projects that engage and inspire people!