



League of Corporate Foundations

PUBLIC AFFAIRS AND COMMUNICATIONS

CSR Guild Awards 2019



Awards Description

The CSR Guild Awards is a recognition program of the League of Corporate Foundations. It is a seal of excellence in corporate citizenship to the most reputable and premier organizations implementing social good initiatives with meaningful and sustainable impact to the communities and institutions they serve.

The awards are acknowledging the outstanding CSR projects and collaborations within a given period as collectively decided by the ninety-six (96) strong member organizations of LCF.

Awards Categories

There shall be six (6) awards to be bestowed under two (2) major categories.

- a. Program Category : This is for any project singly implemented by a bonafide member organization of LCF or with any partner entity who is a non-LCF member (government agency, CSO, INGO among others).
 - Outstanding CSR Project in Arts and Culture
 - Outstanding CSR Project in Education
 - Outstanding CSR Project in Environment
 - Outstanding CSR Project in Enterprise Development
 - Outstanding CSR Project in Health

- b. Collaboration Category - This is for any project jointly implemented by at least two (2) bonafide member organizations of LCF, tackling any program theme.
 - Outstanding CSR Collaboration Project

Eligibility Criteria

1. Any project done between January to December 2018 is eligible to the awards.
 - A project is still eligible even if the planning or implementation of its phases begun before January 2018 as long as it has continued or ended between January to December 2018.
 - A project on a continuing basis shall demonstrate the significant impact, improvements and results during the eligibility period.
2. The project shall be aimed at addressing a relevant social issue under any of the program themes.
3. Any bonafide member organization as of 31 December 2018 may submit or nominate an entry. It may submit or nominate as many entries as it wants, provided that it fits the category description.
 - Each entry needs its own submission of form with an executive summary.
 - Only the original and complete entry shall be accepted.
 - Any entry that does not adhere to deadlines and specifications shall be disqualified.
4. All bonafide member organizations are discouraged to engage a PR agency to prepare its entry.
5. There shall be no entry fee.

Entry Submission

1. The entry form shall be made available via email blast or at the LCF Secretariat.
2. Each entry form shall be submitted with an executive summary of at most five (5) A4-sized pages, using Arial font with size 11. The spacing is 1.5 with margin of at least half an inch on all sides.
3. The executive summary shall be comprised of the following information.
 - a. **Relevant Social Issue/s.** Provide an overview of the issue that the project intends to resolve.
 - b. **Stakeholder Mapping.** Describe the key profiles of the target beneficiaries and the involved partner/s.
 - c. **Project Overview.** State the project's objectives and theories of change.
 - d. **Work Implementation.** Discuss the project's resources, timeline, communication plan and M&E tools.
 - e. **Social Impact.** Demonstrate the quantifiable outcomes of the project against its objectives and theories of change.
4. The submission may include supporting materials that best represent the project. These can be in the form of photos and PR clips among others, up to a maximum of two (2) A4-sized pages.
5. Each entry shall also prepare one (1) A4-sized page overall project summary. This will be used as voting reference if a finalist.
6. The submission in PDF format shall be via online to communications@lcf.org.ph. All entries shall be considered proprietary and shall not be used for publication, display and other purposes.

Selection Process

1. All received entries shall be reviewed by the LCF Board of Trustees for screening and validation of representations contained in the form and supporting documents. The Board may re-classify the entries as it deems fit.
2. The entries shall then be evaluated by an external panel of five (5) judges based on the following criteria which assess how well the project has been planned, executed and measured. Their task is to rate and choose the top five (5) finalists per award.
 - Social Relevance 20 points
 - Project Innovation 20 points
 - Social Impact 30 points
 - Project Sustainability 30 points
3. The top five (5) finalists per award shall then be subject to online voting of all bonafide member organizations of LCF. The ballot form shall be signed by the official representative to LCF of each member organization.
4. The finalist with the highest number of votes per award shall be declared as the official awardee. In case of tie, the rating of the external panel of five (5) judges shall govern.
5. The awarding ceremony shall be held as the culminating activity of the LCF CSR Expo 2019. Each finalist shall receive a plaque of recognition. Each awardee shall receive a special trophy.

Project Timeline

- Launch 01 March 2019
- Submission / Nomination of Entries 01 March - 30 April 2019

- Selection of Finalists 01 - 15 May 2019
- Announcement of Finalists 16 May 2019

- Voting 16 - 31 May 2019
- Awarding Ceremony 05 July 2019

Awards Secretariat

For any clarifications or queries, you may contact Ms. Cyrine Rongco of LCF Secretariat through communications@lcf.org.ph.



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