Making the Difference scheme design template

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| **Scheme Element** | **Options** | **Your department’s scheme** |
| Budget (Annual) | * Fixed + Annual Amount
* Variable – annual amount base on?
 |  |
| Type of Award | * Individual
* Team
* Both
 |  |
| Frequency of Nominations/Awards | * Quarterly/Termly/Annual/Other
 |  |
| Timing of Nominations | * Month(s) when nominations are to be made
 |  |
| Timing of Awards | * Month(s) when nominations will be assessed and awarded
 |  |
| Number of Awards Available | * Maximum number specified
* Maximum number not specified (ie depends on number of successful nominations)
 |  |
| Method of Nomination | * Via Department website or using paper forms?
* HR Systems or the Computing Service can offer advice on using your website for receiving nominations online. See the HR website for an example of how this might be set up:

<https://www.york.ac.uk/admin/hr/about-hr/contact-us/making-the-difference> |  |
| Scope of Scheme | * All members of department within Grades 1-8 (ie both ART and Support staff)
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| Start Date of MTD Scheme | * Start of Academic Year or Term?
* Other
 |  |
| MTD Definition and Criteria for Nomination/Awards | * See separate attachment
 |  |
| Scheme Administrator | * Named individual
 |  |
| MTD Scheme Panel Members and criteria for selection | * Management Team
* Volunteers from Sections
* Other
 |  |
| For how long will panellists serve? | * In perpetuity
* One year
* Other
 |  |
| How will the outcome of nominations (whether successful or not) be communicated to individuals and by whom? | * Letter from HoD
* Letter from Section Head
* Other
 |  |
| Will the names of individuals/team members receiving awards be published? | * Yes
* No
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| How will this be done? | * Staff meetings
* Department Newsletter
* Other
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