

Entries will open Monday 1 September and close Tuesday 30 September 2025.

Please read the [category criteria here](#) and the following rules of entry thoroughly before entering.

By submitting your entry you confirm that you agree to and accept these rules.

Entry is free and is an online process – you can submit entries through our [website here](#) and follow the instructions.

1. Entry submissions

- a. You may submit as many entries for different projects as you wish but each project can only be entered in one category.
- b. You can start an entry, save it, and complete it later but final entries must be submitted no later than 17:00 hours, Tuesday 30 September. We encourage early submission, and it is advised to keep a copy of your entry, saved offline, for your own records.

2. Delivery timeframe

Projects/initiatives must have been delivered or completed between 1 September 2024 and 30 September 2025, unless specified as exempt in the category criteria. If you're unsure about this point please drop-in to one of our advice sessions, see the [schedule here](#).

3. Entry summary

You must submit a written summary of the entry in no more than 200 words, within the online entry form. This is the first thing the judges read so please ensure this gives a clear and concise description. Please ensure you include the correct project title – if shortlisted, this is how we will refer to your project in our media work and during the Awards evening.

4. Entry description

As part of your entry you must upload a Microsoft Word document containing the full entry description in no more than 600 words.

Exceptions to this word count are [category 3 Community Creative Projects & Station Art](#) and [category 13 Railway 200 Legacy Award](#) – these both allow for 750 words to be submitted in respect of evidencing the group size, but please refer to the full category information for details [here](#).

For categories 1 to 7, 9, 10 & 13 – this must be written in the third person and in the format specified below.

Please set out in paragraphs clearly labelled as follows:

- Concept and aims
- What happened
- Results

See [guidance for preparing a strong entry here](#) for how to formulate the content of the full description. For examples, see our [previous winners here](#).

The below categories have specific requirements that differ from the above. Please visit each category page to view the requirements:

- [Category 8 – Photo Competition](#)
- [Category 11 – It's Your Station](#)
- [Category 12 – Outstanding Volunteer Contribution](#)
- [Category 14 – Outstanding Contribution to Community Rail](#)

5. Supporting documents

You are required to upload the following supporting documents with each entry submission:

- a. Photographs - see requirements in 5a below
- b. Other relevant supporting materials
 - Limited to a maximum of four items
 - Could include testimonials, press clippings, video/audio or other materials that support your submission
 - These materials need to be in PDF or JPEG format - for video/audio please provide a link to YouTube or Vimeo. Any problems contact events@communityrail.org.uk

5a. Photographs

- Any photographs supplied as part of your submission may be used in the awards presentation and winners' booklet if placed
- Images may also be used for publicity purposes in other Community Rail Network reports, resources, publicity and social media
- You are required to provide a minimum of **one** and maximum of **four** photos per submission
- Each photo must include a title/caption - please make this the 'name' of the image
- Images must be high quality, not blurry (minimum 300dpi).
- Images must be in JPEG format only
- Action shots are preferred where possible

In submitting photographs you confirm that:

- All people within the photos have provided consent for their photos to be used in publicity including print, online and all social media channels. If the photos contain images of children under the age of 18, written consent must be secured from the parent or guardian, either directly or via their school/college.
- You are the owner of the image(s) and agree to it/them being used in publicity. Or, the image(s) is/are not your own but you have the relevant permissions/consent to submit on behalf of the owner, and they agree to them being used in publicity. In this case, you must state within the 200-word summary section who you are submitting on behalf of and provide clear photo credits where appropriate.

If any of your supporting material, including photographs and videos, show health and safety contraventions the entire entry will be disqualified. See the [health and safety guide here](#).

6. Entry submission check boxes

You must mark the 'Rules of Entry' check box on page 1 of the entry form and the entry submission check box before final submission and in doing so:

- a. You have read and agree to abide by these rules of entry
- b. You are confirming that you have submitted all supporting materials necessary in the required format and within word count limitations (where relevant)
- c. You are confirming that you have checked your submission and that it meets the rules of entry. If it does not, you may be disqualified, no matter how good your entry is otherwise.

Prizes

Category winners will be awarded a trophy and a certificate. Second and third place winners will receive a certificate. Every shortlisted entry will receive a digital certificate.

Attendance bursary & complimentary travel

Every shortlisted entry can request two complimentary, flexible return rail tickets to the awards presentation event, courtesy of Rail Delivery Group. An attendance bursary is also available for those unable to cover the costs of attending the awards presentation event. See [more details and how to request here](#).