

**The Herald Society Awards 2019 Entry Form**

**HOW TO ENTER**

Please complete the following sections. All information supplied will be treated in the strictest confidence and used only by the judges for the purpose of selecting the winners.

The deadline for entries **Wednesday, September 11, 2019**

**ENTRY STEPS**

**Step 1: Confirm you meet the eligibility criteria below:**

* To be eligible, all entries must be accompanied by a completed entry form.
* The awards are open to private, voluntary/charitable organisations and community bodies as well as public sector organisations.
* Anyone can nominate a team/public servant, or you can nominate yourself.
* All work entered into the categories must have taken place in Scotland.
* Projects can be any size but must demonstrate success in terms of end results.
* The project or initiative must have been active between **July 2018-September 2019.**

**Step 2: Guidelines for completing your entry**

* It is important that your entry is clear, concise and shows how you meet the category criteria as this is the basis on which you will be judged.
* You must include the name of the project, individual or team, including job titles, where appropriate.
* You must state when the work was carried out: including start and end dates (if ongoing please state).
* The Awards are FREE to enter, and you may submit multiple entries in more than one category.
* Please note the judges’ decision is final and no correspondence will be entered into.
* Please send an image or logo to represent the nomination as part of the entry. This will be used within the event programme if your entry is shortlisted – **This must be sent.**

**ENTRY FORM
Section One - Contact Details**

Name/title of person submitting application:

Phone Number:

Email Address:

Category Entered:

**Section Two – About the project/team/individual being nominated**

1. Name of Project:

2. Name of Individual or Team:

3. Job Title (where appropriate):

4. Organisation:

5. When was the work carried out:

**Section 3 – Application - This section should be used to tell us why you should win.**

Please provide an overview of your organisation (Max 100 words):

Referring to the entry criteria, please tell us why you feel you should win this award (Max 500 words):

What have you learned from the project (Max 250 words):

Please provide details of the budget spend on the project, if appropriate (Max 250 words):

Please provide a brief description of the nomination which will be included within the event programme should your entry be shortlisted (Max 100 words):

Please send an image or logo to represent the nomination as part of the entry. This will be used within the event programme if your entry is shortlisted – **This must be sent.**

**END OF FORM**

Please contact Stephen Downie at Stephen.downie@newsquest.co.uk on 0141 302 6014 with any questions.