****

**The Herald & GenAnalytics Diversity Awards 2024**

**Entry Form**

**ENTRY RULES**

1. The awards are free to enter.

2. Award sponsors or companies affiliated with award sponsors may not enter the category they sponsor.

3. You must have permission of the organisation or individual to nominate them to win an award.

4. Entries are treated in confidence.

5. The word count must be adhered to; judges are looking for clear and concise answers.

6. Supporting information can be included please ensure written material does not exceed two A4 pages.

7. You can submit multiple entries across the categories, but a separate submission must be made for each nomination.

8. Incomplete entries will not be judged.

9. All entries will be acknowledged on receipt. Entries will become the property of The Herald & GenAnalytics and entries will not be returned.

10. The Herald reserve the right to withdraw an award from any applicant supplying false information within their entry. Judges reserve the right to audit any information supplied.

11. The Herald reserve the right to withdraw an award or nomination from any applicant whose actions may bring the reputation of The Herald, its affiliated companies, the Judges, or our Sponsors in disrepute.

12. Judges reserve the right to move entrants within categories if they feel their criteria is better suited to another award, to remove categories or to update or add new categories during the awards process.

13. Information supplied will be shared with the judging panel and all information will be treated as confidential. It will not be used for any purpose other than judging the competition. Finalist organisations may be included in related media coverage and may be required to take part in promotional activities about The Herald & GenAnalytics Diversity Awards.

14. The judges’ decisions are final.

15. By registering and completing an entry for the awards you agree to these terms and conditions.

**SUPPORTING MATERIALS**

You are welcome to provide supporting material to enhance your entry such as photographs, video links, website links or testimonials. These should be uploaded along with your entry form.

Closing date for ALL applications is 6pm on **Friday, May 31st.**

Please note entries received after this date cannot be considered and will not be entered into the awards unless explicitly agreed with the awards body.

**NOTES**

You may use this entry form as a working document and then copy and paste into the awards entry site, or you can send the completed form directly to us.

Your entry should be saved as the category you are entering and your organisation name. For example: Diversity & Inclusion Champion SMALL - The ABC Company.
You may submit multiple entries, and entries may be submitted in more than one category.

If sending direct please send your completed form to:

Sharon Franchetti

Event Manager

Sharon.franchetti@newsquest.co.uk

T: 07990 551 065

**ENTRY FORM**

1. Organisation \*

2. Project/Nominee Name (if applicable)

3. Contact Name \*

4. Telephone Number \*

5. Email Address \*

6. Company website \*

7. Twitter Handle

8. Number of employees \*

9. Sector \*

10. Chosen Award Category \*

**DIVERSITY THROUGH EDUCATION**

**DIVERSITY IN THE PUBLIC SECTOR**

**DIVERSITY IN SPORT – Sponsored by sport**scotland

**DIVERSITY IN THE THIRD OR CHARITY SECTOR**

**DIVERSITY CAMPAIGN OF THE YEAR – Sponsored by Arnold Clark**

**DESIGN FOR DIVERSITY**

**DIVERSITY IN NET-ZERO LEADERSHIP AWARD – Sponsored by Crown Estate Scotland**

**DIVERSITY HERO OF THE YEAR – Sponsored by Diageo**

**DIVERSITY AND INCLUSION CHAMPION – Small to Medium Employer: 1 – 250 employees**

**DIVERSITY AND INCLUSION CHAMPION – Large employer: 250+ employees**

**LYNNE CONNOLLY ACHIEVEMENT IN DIVERSITY AWARD**

**Question 1\***

Please tell us why you are applying and how you/they’ve helped contribute and lead the way to a stronger more diverse society. This can be as an individual or within a workplace, organisation or company (max. 750 words)

**Question 2\***

Tell us why your organisation or individual nomination should win an award. You should make reference to what the judges are looking for in your chosen category. (max. 500 words)

**Question 3\***

How have the implemented changes impacted your organisation/workplace and/or the targeted audience? (max. 750 words)

**Question 4**

Additional Information to support your nomination. You can include links to webpages, blogs and videos etc.

**Question 5\***

Please provide a 100 word bio of your entry - this will be used in the event programme if you are successful as a finalist.

Please write in the third person

**Question 6\***

Please include a photo or logo for your entry which will be used in the Awards presentation should you be successful as a finalist.