**COMMUNITY CONTRIBUTION - ENTRY FORM**

***Please ensure you save your document regularly as you work through the form.***

*All sections must be completed (excluding optional - section 6 and 10).
Your entry will be judged in the appropriate Excellence in Business categories and in addition, at the time of judging, your entry will be considered for the additional Awards categories.*

**Supporting Documentation**

Remember – you must provide evidence to support your claims.

Please include any supporting evidence in each of your individual entry documents.

All applications and supporting documentation must be uploaded into the entry portal. Each section of the applications is its own **WORD** document with a maximum upload of one **WORD** document (max size 5MB) per section. This document must include any photos or supporting information for the relevant section.

Supporting evidence could include general financial overview - possibly showing changes as percentages rather than actual numbers, performance reports, strategic/ operational plans, examples of quality process or regulatory forms, data tables, graphs, images (.jpg or .eps) or hyperlinks to other forms of media (video etc).

Please ensure you retain a copy of your complete entry with all supporting information.

**SECTION 3: Community Contribution
*(Category Award)***

Demonstrate how your organisation, including staﬀ, are proactively involved in your local community, and what criteria and process do you use to determine those areas that you become involved with (Maximum 1000 words, please include supporting evidence in your entry document).

★ Explain what social initiatives the organisation has adopted related to its own staﬀ and the local or wider community (e.g., training, family friendly work practices, contributions of time or money to the community)

★ How does this contribution benefit your organisation?

**What the judges are lookng for:**

★ Evidence of community contribution

★ Evidence how this is encouraged and supported

*The box below will adjust in size as you enter your content into it. It is not indicative of the maximum 1000-word count.
Please include any supporting evidence in each of your individual entry documents.*

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