**INNOVATION AND TECHNOLOGY - 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 application 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 4: Innovation and Technology**

***(Category Award)***

Describe the innovation or technology within your organisation. (Maximum 500 words, please include supporting evidence in your entry document).

★ Describe any innovative products or services created, processes or technology developed or used, and/or people employed in an innovative role to further business excellence or performance (Maximum 500 words plus supporting evidence).

**What the judges are looking for:**

★ Use and implementation of innovation and knowledge to enhance business excellence and organisational performance

★ New ideas, systems, procedures, or other technology that have increased efficiency and/or resulted in the introduction of improved services, products or business sustainability.

★ Details of results gained from new ideas and Innovations.

*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.*

|  |
| --- |
|  |