AWARD **APPLICATION GUIDE**



Driving Change

THE AUSTRALIAN WORKPLACE GIVING AWARDS 2024



How to Enter



Select Award: Select the applicable Award category by visiting the Awards website (7 categories available)



Entry form: Download the Award application form and complete it offline providing detailed information for each application question.



Deadline: Ensure your application is uploaded online before the specified deadline including any supporting material. A confirmation screen will display acknowledging receipt of your submission.



Don't forget to read the <u>Award terms & conditions</u> and <u>privacy policy</u>

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Remember that you can enter more than one category by uploading it as a separate application.

Judging Framework

Intention

Provide the rationale, context and any background information for your application.

Input

Describe the program, innovation or partnership elements.

Output

Share the results of your efforts that are in line with your intention and goal setting

Impact

Showcase the impact this result has had on your organisation and the wider community.



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Supporting materials The inclusion of supporting materials is strongly recommended. Examples include: video links, company logo, images, social coverage, collateral.

Please adhere to these maximum limits: 2 x A4 pages and a video (max 3 minutes).

7 Steps to a Successful Entry

Criteria is key. Follow the judging framework!

Provide evidence. Quantify your results!

> Tell your story: include challenges & successes

Follow the Instructions on the entry form Prepare & plan your application

WORKPLACE
GIVING
AUSTRALIA

Collaborative approach with relevant stakeholders THE AUSTRALIAN WORKPLACE GIVING AWARDS 2024

Check & check again! Then submit!