

Nomination Form: Fife Business Diversity Awards 2015

Nominations must be submitted by July 13th 2015

- To give your nominee the best chance of winning it's essential that you thoroughly read through the FBDA information leaflet.
- Give yourself enough time to put your submission together.
- Don't leave it until the last minute.

Categories

Step 1: Highlight your chosen category

1. Health and Disabilities
2. Young People 16-24
3. Adults 25+
4. Achiever of the year
5. Innovation Award

Step 2: If you have chosen category 1, 2 or 3 highlight whether this is for an employer or an employee

Employer Award Employee Award

Nomination submitted by:

Your name:

Your address:

Your contact telephone number:

Your email address:

Person/Business/Organisation being nominated:

Name:

Contact Person (if different from name):

Address:

Telephone number:

Email address:

Completing the nomination

Judges will be looking for evidence that your nomination has achieved some of the key points listed within your chosen category.

1. Introduction: Provide a 150 word summary on your nomination. This will be used for publicity therefore must clearly set out what has occurred, who was involved and what difference this has made.

Please provide more details under the following headings. In total, there should be no more than 1500 words (do not include the 150 word summary in this word count)

2. What has occurred?

3. What were the challenges and how were these overcome?

4. Describe any partnership working with other organisations or colleagues and how they have contributed to success in this instance?

5. What have been the benefits, what difference has this made to the individual/organisation or business?

Please provide supporting information e.g. a quote from the individual nominated, work colleagues, customers, business manager or organisation contact. This should show why the nomination is a potential winner.

Next steps

Once you have completed your nomination send it either electronically to:

Linda.clark@fife.gov.uk

Or post it to:

Linda Clark, Fife Business Diversity Awards Nominations, Level 3, Kingdom House, Kingdom Avenue, Glenrothes, KY7 5LT

Our judging panel will consider all nominations and agree on a shortlist of potential winners in each of the categories.

Judges may transfer your entry into a different category if they feel it is appropriate.

If your nomination is short listed as a potential winner, you and your nominee will be informed by August 14th 2015 and you will both be invited to attend the Fife Business Diversity Awards 2015 ceremony on Thursday 8th October 2015 at Fife Renewables Innovation Centre at Leven.

You will also be required to send three photographs relating to the nomination and to the following specifications:

FORMAT: JPEG HIGH RESOLUTION/PIXEL to:

linda.clark@fife.gov.uk

Publicity

A submitted nomination is taken as confirmation that nominators have sought agreement from the nominees that:

- The content of the nomination including photographs can be used for the purpose of promotion and publicity through media release
- All parties agree to photography at the event which may be used in publicity to promote Fife Business Diversity Awards and employment services.

Please tick the box as electronic confirmation that you have discussed and received agreement from your nominee on publicity ☐

IMPORTANT DATES

- Closing date for entries is 13th July 2015.
- The short listed finalists will be contacted by 14th August 2015.
- The presentation day for finalists is on Thursday 8th October 2014 at Fife Renewables Innovation Centre, Leven from 12 noon to 2.30pm with finger buffet lunch provided.

FURTHER INFORMATION

Please contact linda.clark@fife.gov.uk, if you require more information on the nomination process.

SPONSORSHIP OPPORTUNITIES

Fife Business Diversity Awards are Fife's only awards that highlight the employment benefits for people who are disadvantaged in the labour market.

The event would not be possible without sponsorship.

Please contact Linda Clark on 01592 583142 or Linda.clark@fife.gov.uk to find out more about the range of sponsorship opportunities available.