



## **BQF Excellence In... Awards 2019:**

### **Application Guidance Notes**

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We're delighted you are considering applying for one or more of our five Excellence In Awards. Our national awards are the UK's most prestigious business excellence accolades. They celebrate organisations of all sizes and sectors that are serious about achieving and sustaining excellence.

The Excellence In Awards are a great way to demonstrate to all your stakeholders your commitment to business improvement throughout your organisation. The winners will be invited to share the secrets of their success with others at the annual Showcase event later in 2019.

We want your application to be a success so here is some guidance to support your entry.

#### **What do we mean by excellence?**

Excellence is about doing your best – it's the quality of being outstanding or extremely good.

If you are proud of a project or initiative which you consider raises the bar in terms of the way the project was planned and/or implemented and you can support that with relevant measures, targets and results then why not 'shout about it' by submitting an entry or entries to our Excellence In Awards.

#### **Who is eligible to apply?**

We welcome applications from any organisation from within and outside of the UK regardless of size or sector and all are eligible to apply for the following categories:

- Excellence In Collaboration
- Excellence In Customer Experience
- Excellence In Diversity and Equality
- Excellence In Employee Engagement
- Excellence In Sustainability and Society

#### **How do I apply?**

- Entry is simple and consistent for each category – by completion of an online application form plus a small amount of supporting evidence. There are **FOUR** questions to answer each with a **500 word** limit.

The information you provide will be used to contact you if your application is successful and we take you forward as a finalist. Please ensure all fields are complete and accurate.

Please complete each section of this form in full, using the checklist provided at the end of the application form, to ensure you have included all relevant information. You can attach additional information to support your entry. This should not exceed 3 documents, must be legible (with appropriate headings and descriptions where applicable).

- Entries can be submitted online at [awards@bqf.org.uk](mailto:awards@bqf.org.uk)
- Entries open on **1 August 2018** and close on **21 December 2018**. Please note, to enable the jury panels to meet their fixed dates in the assessment process, we cannot accept entries after this date.
- Receipt of all applications will be acknowledged.

### **Judging:**

- Entries will initially be checked against a list to ensure that basic requirements have been met, e.g. word count, correct award category, etc.
- A specially selected jury panel of external experts will then review entries for each category using a bespoke assessment framework to ensure consistency and fairness.

All applicants will be notified of the outcome of their entry in **February 2019**. Those selected as finalists will be invited to meet the relevant jury panel for a further discussion and presentation during **mid-March 2019**. **Each award category's jury panel will sit on a separate day (to be advised nearer the time)**

### **Feedback:**

All applicants will receive feedback once their application has been assessed and jury consensus reached. Feedback will be prioritised as follows:

- **Non-finalists:** A feedback summary using the jury's assessment matrix will be provided after the panel has decided on the short-listed finalists.
- **Finalists:** A feedback summary using the jury's assessment matrix will be provided with some additional comments after the Awards Ceremony on **Thursday 16 May**

### **Which awards can I apply for?**

Any you feel are relevant to your organisation – but do contact us if you require some help with making that decision.

### **Entry fees:**

- **Members:** £300 plus VAT (per entry). Discounts **may** apply for multiple entries – contact us for details
- **Non-Members:** £500 plus VAT (per entry)
- **Charity/Not for Profit:** £150 plus VAT (per entry)

## Payment options

We will send you an invoice on receipt of your award entry. Payment terms are 7 days from receipt of invoice. Please provide a purchase order number (where applicable) on your application form. If this is not applicable please call us to arrange payment of your entry fee(s) – 020 7654 5000.

## The assessment process

Please make a note of the key dates relating to your application:

<b>August 2018 – December 2018</b>	Submission of entries
<b>December 2018 – Mid-February 2019</b>	Entries assessed and shortlist of finalists announced
<b>March 2019</b>	Opportunity for finalists to present their entries to jury panels. Winners will be decided for each category.
<b>16 May 2019</b>	Winners announced for each category at the Awards Ceremony in London

### If you have any questions or communication needs please:

- Call us on 020 7654 5000
- Send us an email: [awards@bqf.org.uk](mailto:awards@bqf.org.uk)

## Marketing and PR

Finalists and winners will be announced across all marketing channels including:

- Listed in the Awards brochure and Awards Ceremony literature/presentation slides, Social Media, BQF website and monthly eNewsletter
- The Awards Ceremony will be filmed and video used across all marketing channels
- Opportunities to feature in case studies and a post-event blog
- Finalists/Winners will be invited to present their entries at our follow-up Showcase event

If you do not wish to be recognised in marketing and PR channels and materials please advise our Marketing Team [marketing.team@bqf.org.uk](mailto:marketing.team@bqf.org.uk)

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**We wish you lots of luck with your application and hope to see you at the Awards Ceremony in London on Thursday 16 May 2019**

**The BQF Team**