 

**Making a Difference Awards 2016**

**Please ensure you that you have read the full application guidelines, entry criteria and eligibility for the category you are entering.**

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| --- | --- |
| Name |  |
| Job title/study programme(Include whether staff or student) |  |
| Department/School/Division/Directorate/Institute/Institution  |  |
| Phone number (landline and mobile) |  |
| Award category being entered |  |
| Name of the project or initiative being entered |  |
| Self Nominating  | Yes/No(delete as appropriate) |
| If you are nominating somebody else please provide **your** name and contact details | Name: Organisation: Position:Phone number:Email address: |

**Summary (maximum of 50 words)**

**Please provide an overview of the project or initiative with reference to its aims and key outcomes.**

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**Description (maximum of 400 words)**

**Your Award entry will be assessed by the judges solely on this information.**

Describe in 400 words or less what the aims of the project or initiative were, what took place and what the outcomes were. **You should read carefully the specific criteria for the category you are entering.**

You should cover topics such as:

* Aims of project or initiative
* Rationale/reasons for doing it
* Activities undertaken
* Timescale
* Current status (on-going, completed etc.)
* Target groups
* Who was involved
* Any external recognition received
* Impact - you should provide evidence of the impact or results of the initiative. You can include quantitative and qualitative data if appropriate.

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**For marketing purposes only**

Please provide the name and contact details of two referees

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| --- | --- |
| NameOrganisationPositionPhone numberEmail address |  |
| NameOrganisationPositionPhone numberEmail address |  |

Please provide up to three optional links to relevant sources of online information. This will not be used as part of the judging process, but may be used for marketing purposes if you are shortlisted. These should be visual and include photographic and/or film evidence

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| --- | --- |
| Link No 1 |  |
| Link No 2 |  |
| Link No 3 |  |

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| Please submit your completed application form to socialresponsibility@manchester.ac.uk by midnight on **1 February 2016** |