 

**Making a Difference Awards 2018**

**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 of lead nominee (main contact)Names of additional team members (if applicable) |  |
| Job title/study programme of lead nominee | (Include whether staff or student) |
| Department/School/Division/Directorate/Institute |  |
| Phone number (landline and mobile) |  |
| Postal address  |  |
| Category entered  |  |
| Title of the project or initiative  |  |
| 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: |
| Have you informed the nominee of this nomination? | Yes/No (delete as appropriate)**We strongly recommend that if you are nominating someone that you inform them of the nomination.** |

**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 carefully read and address the specific criteria for the category you are entering.** You should cover areas 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 names and contact details of two people who we can contact for further information about this project/initiative if required. These should not be people who have been directly involved in the project/initiative, but someone who can speak knowledgeably about it.

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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. **Where possible these should be visual and include photographic and/or film evidence**.

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

**How did you hear about the Making a Difference Awards?**

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| StaffNet /eUpdate/the President’s message [ ]Faculty/School newsletter or website [ ]Social Responsibility website or newsletter [ ]Social media [ ]Poster [ ]Word of mouth [ ]Other (please state where):  |

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| Please submit your completed entry form to socialresponsibility@manchester.ac.uk by midnight on **22 January 2018** |