Chambers Ireland CSR Awards 2018
Tips for writing a great application form

- **Give yourself plenty of time.** Register online at www.csrawards.ie from March 6th onwards and take your time to complete the online application form. Make sure to complete the form ahead of the 17th April deadline as extensions are not possible.

- **Ensure that the category applies to your project.** Make sure that you have read the outlines of the categories and looked at some examples. Applying to the appropriate category could be the difference between winning and losing.

- **Answer what is asked.** Make sure to answer the questions that are asked without deviating from the point or providing unnecessary information. Stick to the specified word counts as applications that exceed the word count will not be accepted.

- **Evidence.** If you have evidence or results that support your project's achievements, use them! Statements showing deliverables achieved will add strength to the application and demonstrate the impact. Please note that images and attachments will not be accepted in the online application.

- **Wider CSR strategy.** This question, asked in most but not all categories, is about giving an insight into the general CSR ethos and strategy of your company. It is important to make a clear connection between the project you are entering and the company's overall CSR strategy.

- **Judging Criteria.** Make sure to keep these criteria, listed below, in mind when you are filling out your application form, and make an effort to address them in your answers.

  1) Innovation: *Projects avoid stereotypical actions and make an effort to think outside of the box when addressing the relevant issues. Projects are capable of adapting as they progress.*
  2) Engagement & Collaboration*: Projects engage staff at all levels of the company and involve knowledge or skills sharing. There is strong and mutually beneficial collaboration with any partner charities, communities or other stakeholders.*
  3) Strategy & Communications: *Projects involve clear identification and prioritisation of goals and actions, and effective communications with all stakeholders.*
  4) Social Impact: *Projects should have demonstrable, positive, long term impact on the relevant stakeholders and are sustainable.*
  5) Business Impact: *The Company and its staff benefit from engagement in the project.*