

Chambers Ireland Excellence in Local Government Awards 2020

Tips for writing a great application form

- **Give yourself plenty of time.** Register online at <https://chamberselg.submit.com/> from April 7th onwards and take your time to complete the online application form. Make sure to complete the form ahead of the 11th May deadline as extensions are not possible.
- **Ensure that the category applies to your project.** Make sure that you have read the category descriptions 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 by the online system.
- **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.
- **Photos to support your application.** If you have photos of your project include them. The system will allow you to add two photos to support your application. Remember, A picture is worth a thousand words.
- **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) **Community Engagement**
- 2) **Impact**
- 3) **Innovation**
- 4) **Engagement with other local authorities**

