

TIPS FOR PREPARING YOUR APPLICATION

How do you create a standout entry that will ensure the judges understand your business and your project? Here are a few tips to get you started.

1. **Start today.** Applications close 5:00 pm, 26 August 2024. Make sure you have plenty of time to complete each criterion so your application is submitted by this date. A considered application will show you at your best.
2. **Tell your story.** Make sure you address all selection criteria for the award. Consider the points you want to raise and draft an outline of what you want to cover under each criterion. For example:
 - What have you done?
 - How have you achieved it?
 - What practical examples or evidence do you have to support it?
 - Do you have any other relevant achievements?
 - What gives you the edge over other nominees?
3. **Pay attention to the word limit.** Keep your answers concise. Focus on giving practical examples and evidence to support your statements.
4. **Language.** Keep your language simple, clear and concise. Use plain English and don't overuse capitals, italics or underlined or bold text. Don't use slang, jargon or too many acronyms.
5. **Proofread.** Ask a colleague for their honest and constructive feedback on the first draft of the full application, including for spelling and grammatical errors.
6. **Pick strong supporting documents.** Make sure attachments are high quality.
7. **Avoid repetition.** Check your application to make sure you've answered the questions without repeating the same information. Don't cut and paste from other answers.