**EASTSIDE AWARDS 2021 – APPLICATION FORM**

The Eastside Awards is an exciting initiative aimed at highlighting and celebrating all that is good about East Belfast, whilst showcasing the contributions being made to the economic, social and community development of the area (which will include everything up to the Holywood Exchange roundabout, Dundonald, East side of Ravenhill Road to its Saintfield Road junction, Gilnahirk, Hillfoot and Titanic Quarter).

**Notes for completing the form:**

* The word limit for addressing award criteria is a maximum of 1000 words.
* All text should be entered in Arial Font Size 11, single line spacing.
* Take time to look at the criteria in your chosen category and use it to guide your responses.
* It is important to note that the Judges will be looking for evidence that will demonstrate the contributions, achievements or impacts associated with your responses.
* It might be useful to create a first draft and have a colleague or a trusted friend to review your application and give you feedback.
* Remember, the judges can only base their assessment on the information provided in the entry form so please do make sure you include all relevant information to assist them in the judging process.

**How to apply:**
Entries should be submitted or returned no later than **5pm Friday 19th November 2022**. There are two options when submitting an application:

*​****Online***
Entries can be submitted online by filling out the [online application form](https://www.eastsideawards.org/enter-online.html). Please download the individual category criteria and refer to these when answering the award criteria in no more than 1000 words.

***Offline***

Please download the individual category criteria and refer to these when addressing the award criteria in no more than 1000 words.

Please complete this application form in and email to info@eastsideawards.org  or post to:

Eastside Awards Committee
City East Business Centre
68-72 Newtownards Rd
Belfast
BT4 1GW

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|  |  |
| --- | --- |
| **Award Category of Entry**  |  |
| **Who is Entering?** | I am **entering** on behalf of myself or my business/organisation [ ] I am **nominating** a business/organisation/individual [ ]  |
| **Nominator’s Name****(if applicable)** |  |
| **Nominators Contact Number (if applicable)** |  |
| **Entrant Name** |  |
| **Name of Business / Organisation** |  |
| **Address** |  |
| **Postcode** |  |
| **Contact Number**  |  |
| **Mobile No** |  |
| **Email Address** |  |
| **Website** **(if applicable)** |  |
| **Social Media Channels - Facebook/Instagram/Twitter** |  |
| **Size of organisation or business and brief description of the types of members or employees** |   |
| **How long have you/the organisation/the business been in operation?** |  |
| **Please give brief details of the main purpose / type of activity undertaken** |  |
| **Please download or refer to the specific criteria for this category and use it as a guide to provide sufficient detail using this form only.** **Note that the maximum word count to address the Award Criteria is 1000 words.** |
| **Award Criteria – (Max 1000 Words Total)** |
| **Award Criteria cntd (Max 1000 Words Total)****Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****I have read and understood the privacy policy** [ ]  |

*FOR OFFICE USE ONLY:*

**Received**

**Date**

**Reference**

**Privacy Notice**

The Eastside Awards takes seriously the security of your personal information and that of anyone you nominate. We will always ensure that it is stored securely and seen only by those people involved in processing the nomination or judging the category.

**Your personal information**

Processing of your personal details is necessary to shortlisting applicants for the Eastside Award entered. We will always ensure that your information and that of the person nominated is held confidentially and accessed only by those people involved in processing the nomination or judging the category.

**Personal details of the nominee**

Processing of the nominee’s personal details is necessary to process applications. This is with the purpose of making a determination of eligibility and suitability for an award.

We may collect or receive sensitive personal data about a nominee or entrant. Such data may include personal data revealing business turnover, growth and personal development details (depending on category entered). Where such data is processed by us, we do so because processing is necessary in making a determination of eligibility and suitability for an award.

**How the Eastside Awards uses your information**

If you have applied for one of The Eastside Awards, the organising agent, Podiem Ltd, will use your information to submit to the independent panel of Eastside awards judges. By submitting an awards application, you are agreeing to Podiem Ltd Processing your data as the data controller and for it to be reviewed confidentially by the Eastside Awards judging panel for shortlisting.

If you have indicated that you are interested in applying for the awards via the subscription and register of interest links, we will use your information to send you information regarding applying, respectively. If you would prefer not to receive this information you can always contact us as described at the end of this Policy or by following the “unsubscribe” instructions contained in the communications that you receive.

**Contact Us**

If you have any queries about this Policy or any complaints with regard to the administration of the Policy, please contact us by email at: jessica.Higginson@podiem.com or by post to:

Jessica Higginson,

Eastside Awards, C/O Podiem

City East

68-72 Newtownards Road

Belfast

BT4 1GW