**Entry Form Instructions**

Please use this template to provide the SCA judging panel with as much information as possible regarding your entry for this category in the National Awards. **This entry form should be completed in conjunction with the information provided to you in the SCA National Awards Handbook.** It is essential that you provide detailed information in each area of this form so that the judges will have all the information they require to be able to make a valued assessment of your excellent project against the judging criteria. Each section of the form is designed to ensure that all criteria are addressed.

**GUIDANCE NOTES FOR COMPLETING THE FORM**

1. The boxes below, the only areas you can edit, will expand to include as much text as you require to provide all the details needed to showcase your project.
2. Make sure the file is in Edit mode (Enable Editing or go to Print Layout view) and you may need to press the Down arrow key once to go to the first editable text box. You can move between the boxes using the Up and Down arrow keys or mouse click only.
3. Images can be inserted into the text boxes using ‘Copy and Paste’. Please resize images so that they are viewable but not too large for the document.
4. Any videos, extra images and other supporting media should be sent to the judges as separate files. The files should indicate which section of the project they support and they must not be more than 5Mb in size, due to some emailing systems internal limit restrictions. Multiple emails may be required to send all your additional files – if this is the case please indicate in the text below where each belongs, as well as the requested information with the media files.

Thank you for your help with this as we streamline this entry system for the SCA National Awards.

**Category 1 - Community Involvement**

This award is presented for a project that demonstrates the widest possible community participation involving cultural differences or sporting activities between sister cities during the relevant period.

**Project Introduction.**

**Provide details of the city entering the project, as required below:**

Click here to enter name of city submitting project...

Click here to enter contact details for city...

Click here to enter project name...

Click here to enter names of other participating sister cities...

Click here to enter project date(s)...

**Project Summary.**

**Provide an overview of the project, its aims and outcomes.**

Click here to enter project summary...

**Details and aims of the specific project or projects for which the award is sought.**

**Describe, in detail, the project and it’s aims.**

Click here to enter project details and aims...

**Details of the influence of the project on the community, also the impact on economic and social development.**

**Describe, in detail, the influence the project has had on the community and its impact on economic and social development in your city.**

Click here to enter the influence on the community...

**Details of the project Costs and Income**

**(a) Was any cost involved in the project? Give details.**

Click here to enter project cost details...

 **(b) What income if any was received? Give details**

Click here to enter project income details...

**Details of the cross section of the community involved in the project, eg: schools, churches, sporting clubs, T.V. or radio stations, etc.**

**Describe, in detail, what sections of your communities were involved with this project and their involvement.**

Click here to enter community involvement details...

**An assessment of the effectiveness of the project.**

**Describe, in detail, how the project has been assessed for effectiveness and what that assessment revealed.**

Click here to enter project assessment details...

**Any further details that may BE considered appropriate.**

**Please provide any additional information that you would like considered in support of your application.**

Click here to enter any further details...

Thank you for completing the form, which should now be sent to the Senior Judge for distribution to the other members of the judging panel. **Please email the completed form, and any additional attachments as per Note 4 in the Guidance Notes above, to** **mike.jakins@sistercitiesaustralia.org.au****.**

Good luck.