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**Entry form – written application**

**Project name:**

**Which category are you entering?**

[ ]  Building bright futures with children and families

*Celebrating projects that works with children, young people and families to help them achieve what matters to them*

[ ]  Developing and inspiring the workforce of tomorrow

*Celebrating projects using effective, creative and innovative approaches to developing the workforce to meet current and future demands and expectations. Approaches may cover learning, development and/or qualifications*

[ ]  Improving care and support at home together

*Celebrating the benefits of working together to support the well-being of people living in their own home*

[ ]  Innovative and inspiring ways of working

*Celebrating projects that are trying out new ways of working to support people who access social care or early years and childcare*

[ ]  Working with and listening to people living with dementia

*Celebrating projects that put people living with dementia at the heart of their work so those living with dementia can achieve what matters to them*

**The closing date for entries is 5pm, Friday 15 November 2019.**

**Guide to completing this form**

Before you begin filling out this form, please take a look at this guide to help you make the most of your entry.

Please make sure you:

* answer every question on this form – **incomplete forms will not be shortlisted**
* clearly show how your project’s work and achievements are relevant to the category you’re entering
* provide as much evidence from as many different people and organisations involved in your project as possible to support your entry. This should include people who are supported by your project and carers, where possible
* stick to the word counts – **any entries exceeding the word count will not be shortlisted.**

When you complete the questions on this form, please make sure you let us know how, where appropriate, your project:

* has a positive effect on people who access social care or early years and childcare
* supports staff development
* helps improve services
* supports equality, diversity and language choice.

Please also let us know if (and if so, how) your project supports our overarching themes:

* safeguarding
* working with people to achieve what matters to them
* making use of digital technology.

Before you submit your form, please make sure you:

* keep a copy of the form
* save the form using the name of your project or organisation in the title
* are aware of the important dates for entrants – you can find these on our website at [socialcare.wales/accolades2020](https://socialcare.wales/accolades2020) and in the information pack.

You can also submit part of your application in video form – if you’d rather do that, you can find the entry form for video applications on our website at [socialcare.wales/accolades2020](https://socialcare.wales/accolades2020).

**Want more information?**

If you have any questions about this form or the Accolades in general, get in touch with us at accolades@socialcare.wales, on 02920 780632 or by writing to us at Accolades, Social Care Wales, South Gate House, Wood Street, Cardiff CF10 1EW.

1. **Provide a brief overview of your project:**

(Maximum 500 words)

1. **What difference has your project made and how do you know if it has made a difference?**

(Maximum 1,000 words)

1. **What have you learned along the way and how have you shared what you’ve learned?**

(Maximum 500 words)

**Contact details**

Organisation:

Name:

Job title:

Department:

Address:

Post code:

Telephone or mobile number:

Email:

If your project is part of a partnership, please provide details of all the organisations or departments involved:

**How did you hear about the 2020 Accolades?**

[ ]  Social Care Wales website [ ]  Facebook

[ ]  Email [ ]  Twitter

[ ]  Social Care Wales monthly email update [ ]  Media

[ ]  Event or conference [ ]  Your local authority

[ ]  Your manager [ ]  Previous entrant

[ ]  Word of mouth [ ]  Other (please specify):

**Data protection statement**

Social Care Wales is registered as a data controller with the Information Commissioner. We have a responsibility to protect your data and comply with legislation, including the Data Protection Act 2018, and we take this responsibility seriously. Please see our organisational [privacy notice](https://socialcare.wales/generic-content/privacy-notice#section-29356-anchor) for further information.

By signing this form you consent for us to collect:

* names, contact details, job roles and place of employment of applicants.

We will use this information to:

* process your application
* create a shortlist of Accolades finalists and determine a winner through a judging process
* communicate with you in relation to the Accolades
* contact you following the Accolades to support the sharing of good practice.

We may share this information with:

* the judging panel
* a media company creating videos of the shortlisted entries on behalf of Social Care Wales.

You have some rights under the Data Protection Act 2018 to control how we use your data, by asking us to amend it, delete it or limit how we use it. To exercise these rights, you should contact the Data Protection Officer (DPO) Kate Salter at kate.salter@socialcare.wales

If you believe information we hold about you is inaccurate or incomplete, you can ask us to review the information and correct it / add to it.

If you object to us processing your information or if you wish us to delete your information, please contact our DPO so we can consider your request and the basis for it.

**Access to information**

Social Care Wales is committed to open government and operates under the National Assembly for Wales Code of Practice on Public Access to Information. Any information you provide may be released under the Code, subject to certain exemptions. You should let us know if you are providing any information that is commercially confidential. By signing and sending us this form, you agree to us processing your data in the ways described above.

[ ]  I declare the information provided on this form is correct and I am eligible to submit this form on behalf of my organisation.

[ ]  I agree that Social Care Wales can use the information provided on this form to promote and publicise the Accolades.

[ ]  I have read and accept the rules and terms of entry for the Accolades.

**Signature**

**Date**

Please email your completed form to accolades@socialcare.wales or you can post it to Accolades, Social Care Wales, South Gate House, Wood Street, Cardiff CF10 1EW.

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