



Excellence & Innovation Awards 2023

Application for Project Achievement Award

Project title:	
Department/office/agency:	
Project contact name:	
Project contact email:	
Project contact telephone:	
When did the project begin, and when will it be completed:	

Information for Submission of Project

Size of Team		
	Name	Email Address
Participant 1		
Participant 2		
Participant 3		
Participant 4		
Participant 5		

Please ensure that a range of grades are represented, where applicable, and that the staff in attendance at the ceremony were involved in the delivery of the project.

Signature of project nominee:	
Date:	

I state that to the best of my knowledge, the information in this application form is correct.

Please note, nominations must be approved by your Head of Office before being sent to the Awards Team for consideration.

Project Achievement

What were the aims of the project?

(Bullet points)

150 – 200 words

Project Overview

150 – 200 words

Project Delivery

Did the project/team realise its aims?

How did you measure its success?

Please provide qualitative or quantitative measurements.

150 – 200 words

Innovation & Creativity

What innovations in approach were taken by the project/team?

Did the project face any problems/challenges and, if so, how were they overcome?

150 – 200 words

Stakeholder Engagement

How did the project team identify and involve stakeholders?

150 – 200 words

Leadership

Is there potential for your project to be replicated across the Public Service?

If Yes, please explain how you envision it could be adapted for use in different departments or organisations.

150 – 200 words

Sustaining Project Benefits/ Changes

To what extent does your project drive lasting change or provide lasting benefits?

150 – 200 words

Supporting Information

Supporting information can include links to websites, evidence of public engagement, and the explanation of technical terms. Please note, you are not obliged to provide supporting information, and you will not be at a disadvantage if you do not supply any.

This information is only used to aid assessment and understanding of a project.

150 – 200 words