**The Suffolk Care Awards**

**Application Form for categories 1 - 6**

In order to be considered for an award please complete **this form**. Please do not transpose this information into other formats. Submissions will only be accepted using this form and in either Word or PDF format.

It is very important that you tell us in detail:

* why you feel you or your organisation should be chosen to receive an award
* how the way in which you work is innovative and goes the extra mile
* how what you do meets the overarching principle for that category (see previous pages)
* give real examples of how the way you work has had positive results
* the impact the way you work has on users of service

Please note that:

* any documents with company branding will not be assessed
* you should ensure your company, staff or service users names cannot be identified
* any supporting evidence, such as audio or video files, will be used to support your submission but not form part of it. Please include a written commentary to accompany any audio or video evidence.
* thank you letters of a general nature will not be assessed as part of your application

**Applicant details**

|  |  |
| --- | --- |
| The title of the award for which you are applying | |
| Size of organisation | |
| Small organisation/single site | Large organisation/multiple sites |
| Organisation name | |
| Address of nominated establishment | |
| Type of services delivered i.e. domiciliary care, day service, training etc. | |
| Link person for correspondence | |
| Contact details  Tel number:  Email address: | |
| Date of submission | Date received (for office use only) |

For guidance on completing the form, or for any queries regarding the application process, please contact Suzanne York on 01449 720400 or suzanne.york@caredevelopmenteast.co.uk

**Please tell us why and how your service is excellent. Do attach any supporting evidence. Be as imaginative as you can. You are not restricted for space, please do continue on extra pages.**

**Please note that the judging panel will look at applications anonymously so please ensure nothing in this section, or in any audio or video evidence, mentions the full names of members of staff or the name of your organisation.**

**Please send your completed application to:**

**Care Development East**

**Unit 9, Norfolk House**

**Williamsport Way**

**Lion Barn Industrial Estate**

**Needham market**

**IP6 8RW**

**Email:** [**careawards@caredevelopmenteast.co.uk**](mailto:careawards@caredevelopmenteast.co.uk)

**Please note the closing date for applications is the 1st April 2019**