## 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 3 – New Affiliation

This award is presented in recognition of new affiliations either completed or well under way during the period under review.

## 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...

## How was the decision made to seek a new affiliation?

**Describe, in detail, how the affiliation came about and the decision process to go ahead with it.**

Click here to enter details on the new affiliation decision process…

## How was the initial contact made?

**Describe, in detail, who made the initial contact, how the cities were chosen and the contact protocols used.**

Click here to enter initial contact details…

## Analysis of communities of both cities involved.

**Describe, in detail, how the communities were analysed for suitability for a Sister City relationship.**

Click here to detail communities’ analysis…

## How was the information obtained and analysed?

**Describe, in detail, how the information on each proposed city was obtained and analysed.**

Click here to enter details on information gathering and analysis…

## What criteria were used for selection?

**Describe, in detail, the criteria used to make the assessment for selection..**

Click here to enter assessment criteria details…

## How was the relationship formalized?

**Describe, in detail, the process used to formalise the relationship between the two cities.**

Click here to enter full details of the formalisation process…

**What difficulties were encountered and overcome?**

**Describe, in detail, any difficulties or hurdles that were encountered and what steps you took to overcome them..**

Click here to enter details of any difficulties and how they were overcome…

**Details of the project Costs and Funding**

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

Click here to enter establishment cost details…

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

Click here to enter details of any funding received…

**Details of committee’s role in establishing the new affiliation.**

**Describe, in detail, the role that the Sister City Committee played in the establishment of the new affiliation.**

Click here to enter Committee involvement details…

**The long and short terms aims of the relationship.**

**Describe, in detail, what the short term and long term aims and objectives are of the new affiliation.**

Click here to enter short and long term aims details…

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

**Describe, in detail, any economic and social impacts and community influences from the new affiliation.**

Click here to enter community, economic and social impact 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.