

Sakshi Excellence Awards

Nomination Form

Guidelines for completing the Nomination form

Following are the guidelines to accept nominations and to screen the same. Each nomination shall be considered complete and accepted only if it adheres to the provided guidelines:

1. Nominations can be made across all categories and multiple nominations can be made in a category. A separate form must be used for each nomination
2. Nomination forms must be filled in English/Telugu only
3. Self - nomination is not allowed. Nomination by third party individual/organization is allowed
4. Winners of last year's awards cannot apply this year
5. The individual/organization should have initiatives contributing to the composite State of AP (existing prior to 2.6.2014) or Telangana
6. All sections in the form must be complete, else it may not be considered as a valid entry. In case something is not applicable to you or you don't want to answer, please write N/A
7. The declaration form is mandatory and must be signed by the nominator
8. Nominators can provide up-to 1 supporting file to demonstrate the impact of the initiative/innovation being entered.
9. The last day for submission of nomination forms is 5th January, 2018 at 6 pm
10. Please refer to the Rules & Regulations document for additional guidelines on participation which can be found on www.sakshiexcellenceawards.com
11. Participation in the Awards will be construed as an acceptance of the Rules and Regulations stated herein
12. In case of any queries relating to the Application Form or participation in the Awards, please send an email to info@sakshiexcellenceawards.com
13. The determination of who should receive an award for any award category rests with the Jury and their decision is final and binding on all applicants
14. Information provided in this form will be kept confidential and will be used only for the purpose of evaluating this entry for the Awards

Category Applied for (select any one)

- Excellence in Education
- Excellence in Social Development
- Excellence in Healthcare
- Excellence in Farming
- Business Person of the Year
- Young Achiever of the Year - Education
- Young Achiever of the Year - Social Service

Only individuals with age above 18 years and less than 40 years as on January 31, 2017 are eligible to be nominated.

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Nominator Information (For Correspondence)

Name of the Nominator	
Organization (if applicable)	
Mobile No.	Landline No.
Email Address	
Postal Address	
Relationship with Nominee	

Nominee Information

Name of the Individual/ Organization	
Age as on 5th January, 2018 (if individual)	
Registered Address	
Type of Entity	<input type="checkbox"/> Company <input type="checkbox"/> Trust <input type="checkbox"/> Partnership <input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> HUF <input type="checkbox"/> Government body <input type="checkbox"/> Any Other (please specify): <input type="checkbox"/> Individual
No. of Employees	<input type="checkbox"/> <500 <input type="checkbox"/> 1001-1500 <input type="checkbox"/> 501-1000 <input type="checkbox"/> >1501 <input type="checkbox"/> Not Applicable
E-mail id/ Official Website	
Key work details	

Project Information (as applicable to the selected category)

Name	
Launch Date	
Target Group	
Project Details	
3 Key metrics to measure success (along with relevant figures)	1. 2. 3.

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CASE STUDY

1. Describe in brief the key objectives of the project/work undertaken by the nominee

[Mandatory points in the answer: Unique/innovative aspects of the work which stand out from the rest, milestones achieved - qualitative and quantitative growth (for businesses - profitability, business growth etc.)]

2. Describe the impact of the project/work of the nominee on the different stakeholders

[Mandatory points in the answer - Who are the stakeholders (community, industry, government etc.), qualitative and quantitative impact on these stakeholders, steps taken to strengthen the impact (such as training programs, workshops etc.)]

3. Describe the key factors which will help the nominee's project/work to sustain and

develop over the next 5 years [Mandatory points in the answer - Key resources (in monetary or social terms) available to nominee to grow their work, growth plan and intended milestones to be achieved]

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4. List the details of the documents to support your entry. (if provided)

SNo.	Document Details	Relevant section of nomination form
1		
2		
3		
4		
5		

5. DECLARATION

I declare that the information provided in this entry form is correct and accurate. I agree to abide by the rules and regulations of participation

Sign		Date	
Name			
Organization Name (if applicable)			

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Pre-submission Checklist

Please refer to this checklist to ensure that you have completed all the steps in the nomination process.

<p>The nomination form has been completed in permanent ink</p>	
<p>The nomination form has been filled in English only</p>	
<p>All the sections have been completely answered:</p> <ul style="list-style-type: none"> • Category Applied For • Nominator Information • Nominee Information • Project Information (As applicable) 	
<p>All questions have been completely answered: Case Study section</p>	
<p>The declaration has been signed by the nominator</p>	
<p>The contact information provided for nominator and nominee is updated, to facilitate communication from the Awards management team</p>	
<p>The filled nomination form (3 copies) has been sent to</p> <p>Mr./Ms. _____ Sakshi Excellence Awards Sakshi Towers, 6-3-249, Road No. 1, Banjara Hills, Hyderabad - 500 034.</p> <p>On or before 5th January, 2018 at 6 pm</p>	
<p>One copy of the completed nomination form is retained with the Nominator</p>	

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Guidance notes for completing the Nomination Form

This section provides guidance on how to complete each section in the nomination form. If you have any further questions, please contact us on 040 2332 2330

Category Applied For - Select the award category in which you are making the nomination

1. Nominator Information
 - Name of the Nominator - Provide your full name
 - Organization (if applicable) - If you are nominating as an organization, then provide the name of the organization
 - Mobile No. - Provide your mobile number
 - Landline No. - Provide your landline number (in case you don't have a mobile number)
 - Email Address - Provide your email address
 - Postal Address - Provide your postal address
 - Relationship with Nominee - Mention your relationship with the nominee (this could be personal like friend, relative or professional such as client, vendor, customer, partner etc.)
2. Nominee Information
 - Name of the Individual/Organization - Provide the name of the nominee
 - Registered Address - Provide the postal address of the nominee
 - Type of Entity - Select the applicable entity type if the nominee is an organization
 - E-mail Id/Official Website - Provide the email id of the nominee (if individual) or the website
 - Key Products/Services (if applicable) - Describe the key products/services provided by the nominee
3. Project Information (as applicable to the selected category)
 - Name - Mention name of the project
 - Launch Date - Mention the launch date of the project in dd/mm/yy format
 - Target Group - Mention the target group/community for which this project has been launched
 - Project details - Provide the key details of the project
 - Key work details - Describe the overall details of the work undertaken by the nominee
4. Case Study
 - Question 1 - Describe the objectives of the project of the nominee. Provide details of why this project has been started and what does it want to achieve, what are the unique aspects that make it stand out from the rest and what milestones have been achieved in the work so far
 - Question 2 - Please mention the direct impact the nominated project has on the intended stakeholders. Indicate how the project has led to improvement in lives of target group and addressed the challenges faced by the group or has made a significant contribution to the development of the society/industry. You may also like to quantify the impact, if possible, which may demonstrate the desired improvement in the intended segment and the steps taken to strengthen the improvement
 - Question 3 - Please mention the important factors which you think may be required to sustain the project/work in the long run. You may like to mention the crucial factors like people, funds, and regulatory changes required, to ensure the growth and success of this project/work over the next five years
 - Question 4 - Please list the supporting documents that you are providing along with the nomination form. Mention the relevant section/question of the nomination form for which supporting document has been provided
5. Declaration

Please read and certify the information submitted for accuracy and completeness. Any untrue and/or incomplete nomination may lead to the disqualification of the nomination

Please sign the declaration, mention the date of signing and provide your name and organization name (if applicable)