



Community Engagement Initiative of the Year Award

Submission template

# About this document

This document shall be used to prepare your entry submission for the Triple E Awards.

**Key recommendations:**

* Avoid pure “marketing language” but provide a critical evaluation
* Provide clear examples, data and further evidence (note that you can upload up to 10 pictures during the submission of your entry. Please do not copy these pictures into this document!)

**Checklist:**

[ ] The submission has been prepared in English language

[ ] I responded to all sections of this template

[ ] The section titles and descriptions have been kept

[ ] I deleted the cover page as well as this page

[ ] The submission (after deleting the cover page and this page) does not exceed 3 pages

[ ] The font size and style has been kept and the margins of the documents have not been changed

[ ] I have selected up to 10 pictures (in .jpg or .png format) that can be uploaded together with this document.

**How to submit:**

* Visit <https://www.triple-e-awards.com/index/apply>
* Create an account
* Click on the “Submit your Entry Now” button
* Select the award category you would like to submit your entry to (Step 1)
* Provide submission details and upload this document in PDF format (Step 2)
* Upload up to 10 pictures for your entry (Step 3)
* Click on “Submit” (you can view, edit and delete your entry in the entry overview on the submission landing page)

Details of the initiative

|  |  |
| --- | --- |
| **Foundation year of the initiative** |  |
| **# of people contributing to the initiative** |  |
| **# of people/organisations impacted by the initiative** |  |

Concept

Present the concept of the community-engagement initiative and how it goes beyond current practice.

[Please put your response here]

Outcomes and impacts

Present the outcomes and impacts that the initiative has been able to create. Highlight any future potential and plans to (further) scale the initiative to create even greater outcomes and impacts.

[Please put your response here]

Resource allocation and sustainability

Present the resources that the university has allocated for the implementation of the initiative and how the university aims to sustain the initiative in the future.

[Please put your response here]

Engagement with externals

Present how the initiative integrated external stakeholders and support to create greater impacts.

[Please put your response here]