



# THE ALL PARTY PARLIAMENTARY GROUP ON SCHOOL FOOD EXCELLENCE IN SCHOOL FOOD AWARD **2018**

## **GUIDANCE NOTES & APPLICATION FORM**

# Introduction

The **APPG Excellence in School Food Award 2018** recognises excellence in innovation, individual commitment and provides an opportunity for those working within school food a chance to step forward and shine.

## Guidance notes

- Submissions must be no more than 500 words (excluding the wording in the template)
- The 100-word executive summary is compulsory
- The overall file size should be no larger than 2MB
- Up to 2 photos can be submitted (up to 2MB)
- Submissions will be marked by independent judges using a standard scoring template.
- Each submission must have a title and contact details
- Submissions will not be accepted unless accompanied by a covering signed letter from an MP
- A maximum of 3 submissions per MP will be accepted
- Projects submitted to this award must have been active in the last 12 months

## Scoring matrix

- 1 EXECUTIVE SUMMARY UP TO 10%**  
Is the summary clear and concise? Are all key components of the submission identified?
- 2 BACKGROUND UP TO 30%**  
Is the content explained? Are aims and objectives highlighted? Are initial problems and barriers noted and the methods of overcoming them detailed?
- 3 WHAT HAS BEEN ACHIEVED IN THE LAST 12 MONTHS UP TO 60%**  
What are the benefits? Is there evidence?

The judges will be looking for clear evidence that your submission meets the criteria set out in this guidance and reflects the provision of an excellent service.

Application forms, together with a cover letter to your MP and a template MP letter, can be downloaded from [www.apse.org.uk](http://www.apse.org.uk)

## Date for submission & presentation

Submissions close at 3pm on Friday 7 September 2018 and must follow the submission template and be accompanied by a letter from an MP. When complete (within the 500 word limit) all forms must be emailed to [vhacking@apse.org.uk](mailto:vhacking@apse.org.uk). An email receipt for your entry will be sent, if you do not receive a formal receipt by email within two working days, please contact Vickie Hacking at APSE on 0161 772 1810. The winners will be presented at the EDUcatering awards on Monday 8 October 2018 at Royal Garden Hotel.

## Further information

If you require further support to complete this submission or with any other element of the submission, please contact Vickie Hacking at APSE on 0161 772 1810 or at [vhacking@apse.org.uk](mailto:vhacking@apse.org.uk)

# APPLICATION TEMPLATE

## 1 Executive summary

An Executive Summary is compulsory. This should be a short précis of the key points from the overall submission.

## 2 Background

This should provide an overview for your submission detailing the historical context and the key issues identified for action.

## 3 What has been achieved over the last 12 months

To promote the achievements of the initiative, service or individual through a range of sourced evidence such as customer feedback, performance outcomes, internal/external benchmarks and management data.

# CATEGORY & CONTACT DETAILS

PROJECT, SERVICE, TEAM OR INDIVIDUAL NAME

AUTHOR NAME

ORGANISATION

ADDRESS

TELEPHONE NUMBER

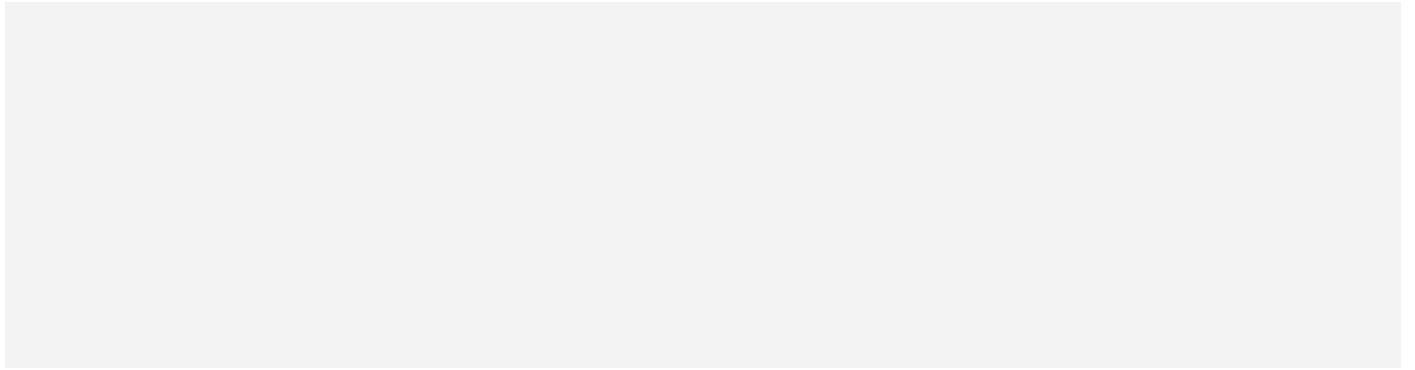
EMAIL ADDRESS

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*APSE will be collecting and storing your details for the purpose of this competition only, your details may also be shared with the awards judging panel. Additionally, if you attend the awards event, we will be taking photography and video footage, if you do not want to participate please make a member of staff aware on arrival. APSE's GDPR policies can be found on our website: <http://www.apse.org.uk/apse/index.cfm/contact/gdpr-policy/>*

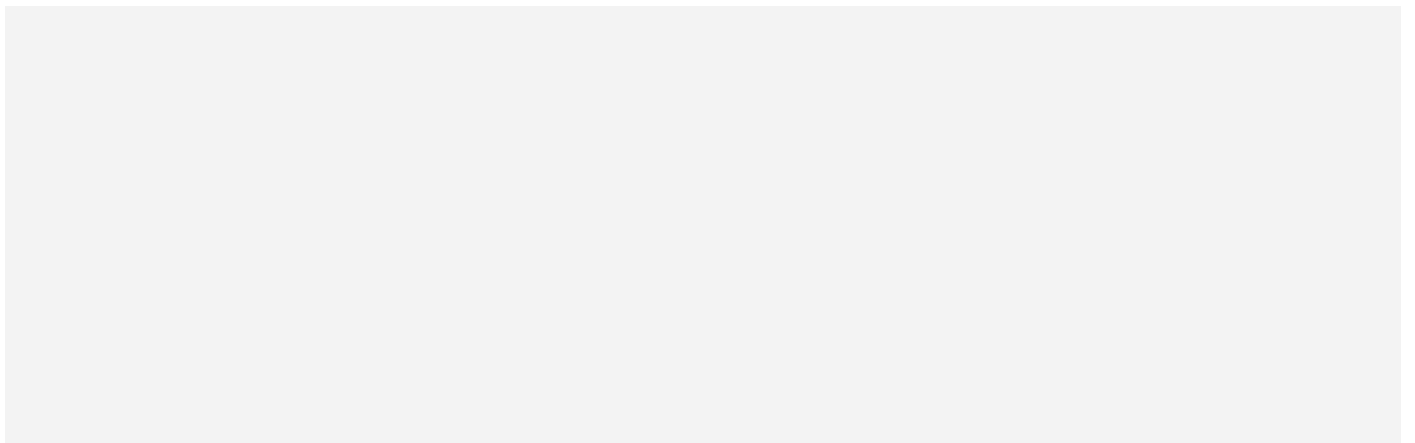
## **SECTION 1 EXECUTIVE SUMMARY** UP TO 10%

This should be a short précis of the key points from the overall submission. **(100 WORDS)**



## **SECTION 2 BACKGROUND** UP TO 30%

This should provide an overview for your submission detailing the historical context and the key issues identified for action. **(150 WORDS)**



## **SECTION 3 WHAT HAS BEEN ACHIEVED IN THE LAST 12 MONTHS** UP TO 60%

This section should promote the achievements of the initiative, service or individual through a range of source evidence such as customer feedback, performance outcomes, internal/external benchmarks or management data. **(250 WORDS)**

