

Submission Requirements

Please ensure you have carefully read and understood the submission requirements. Submissions that do not comply with the requirements will not be accepted.

Terms and Conditions of entry

- You can only enter your contribution/project in one award category. Please select the category that is most relevant to the nature of your entry.
- The City of Melbourne reserves the right to change the category you have nominated based on the category definition and the information you have provided. Should a change in category be required you will be notified as soon as possible.
- Previous entrants (including finalists) who have not received a Melbourne Award are eligible to re-enter the awards.
- Past winners may not enter for a period of two years after receiving a Melbourne Award i.e. If you won an award in 2018, you will be eligible to reapply in 2021.
- If your submission is for a project that has been developed/produced by a number of stakeholders or a group of organisations, the project must be entered by the consortium as a whole, not just one of the participating stakeholders/organisations. All members of the consortium must be recognised for their contribution to the project.
- If your submission is a joint entry between organisations/multiple groups, each organisation/group must have a representative attend the judges meeting. Should one party be unavailable to participate, a supporting statement should be included in your presentation.
- If you have nominated an organisation for a Melbourne Award, it is a requirement that you advise them of the nomination. Both the nominee and person who nominated must be in attendance at the judges meeting. The nominee must be given a copy of the submission prior to this meeting.

Formatting

- Your submission can be a maximum of six A4 pages. A cover page may be included. This will not be counted as one of the six pages. Please note that your cover page must not address any of the sections outlined in the selection criteria.
- A maximum five additional pages of appendices will be accepted. Appendices must also be A4. Appendices should only contain supporting information. All material that directly addresses the selection criteria should be included in the body of the submission.

- Up to four separate high resolution image files may be attached. Images may be included in the body of the submission or in the appendices, but they must be contained within the specified number of pages.
- Entrants are encouraged to include testimonials from clients, suppliers or industry colleagues within the appendices.
- Entrants can provide the judges with additional collateral, video or supporting material that is relevant to the contribution/project at the judging meeting. Please do not include such materials in your submission.
- All submissions must include a 150-word overview of the contribution/ project you are entering (refer to selection criteria Section B: Overview). If you are selected as a finalist and/or winner, your summary will be used for marketing purposes and made available to the media. Please note your summary may be edited by the City of Melbourne to highlight elements that the judges felt were important when selecting your entry as a finalist.

How to Submit

- Upload your submission at <https://melbourne.awardsplatform.com/>
- Complete all the required fields and attach and upload:
 - Submission document
 - Appendices document (separate from submission)
 - Four high-resolution images
- You will receive confirmation once your submission has been successfully uploaded.

Tips for writing your Submission

- Make sure your submission is clear, to the point and easy to read.
- Answer all selection criteria and support your submission with evidence. Include examples and statistics that help provide the judges with a clear understanding of what has been achieved.
- Include testimonials and documents that support your submission in your appendix.
- Attend the Melbourne Awards Workshop which is open to all entrants. This will provide you with the opportunity to receive advice on preparing your submission.
- Proof read your submission. Have a staff member, colleague or friend review your submission prior to sending it in.