**#BeActive Awards 2016**

***A European award to highlight outstanding work and commitment at local levels to promote sport and physical activity.***

**#BeActive Workplace Award 2016**

**Application/Entry Form**

Name of NCB:

Name of person/workplace representative completing the form:

Email address:

Phone number:

Name of nominated workplace:

Date and duration of actions/initiative:

Town/City, Country:

*Each question is limited to 250 words.*

1. **Tell us about your workplace and your initiative.** (You should provide a brief background to your organisation and a brief description of the initiative you undertook to encourage the staff to #BeActive, including when and how it came about).
2. **Tell us how you were able to inspire the staff to come together to #BeActive and tackle some of the barriers that can prevent people participating.** (These could include lack of time, lack of interest/motivation**,** disability/illness, cost or other).
3. **Tell us about the impact of your actions to get employees and colleagues to #BeActive**. (You should mention who the initiative is/was aimed at, how many people are taking/have taken part, the impact it has had on your workplace and whether the initiative could be replicated).
4. **Finally, in 100 words sum up what is special about your initiative and why you should win the #BeActive Workplace Award 2016?** (Did you do something particularly innovative; is it sustainable; did it receive media coverage, etc?)

Please attach up to **4 captioned high resolution photographs** and tick the following:

[ ]  I have consent of all subjects in these photos (from the subjects/their parents if under 18)

[ ]  I have permission to share these photos and give permission to the European Commission to use them for promotional materials under the #BeActive campaign as it sees fit

[ ]  The information on this form is true and correct to the best of my knowledge

[ ]  I have read and agree to the Terms and Conditions of the competition

[ ]  I confirm that at least one representative of the nominated initiative is available to attend the European Week of Sport Awards Ceremony in Brussels on 15th September

**Signature:**

**Position:**

**Date:**