



Premier's Service Excellence Awards 2020

Entry Questionnaire

Category F: Celebrated Individuals Award

No.	Sub-Categories	Tick ONE applicable sub category
1	Leadership Award	
2	Innovation of the Year Award	
3	Outstanding Individual Award	

ABOUT CELEBRATED INDIVIDUALS AWARD

- This category will recognise contribution by individuals who made exceptional and distinguished contribution towards social cohesiveness and inclusivity in uplifting the lives of communities.
- This includes outstanding performers in activism, acts of bravery, excellent contribution in community service and any other selfless act.
- Cross cutting themes: innovation, public private partnerships, inclusive equitable growth, and social cohesion.
- This category is for Individuals who have demonstrated meritorious leadership. They can enter themselves for this category or be nominated by other people.

1. Sub Category: Leadership Award

- A category for individuals who have set themselves apart from others through exceptional leadership of teams in ensuring the wellbeing of communities and curbing the ills of society. These are people who act as liaisons between the government/other authorities and civil society.
- Leadership nominees are individuals such as civil leaders, activists, professionals, and volunteers.

2. Sub Category: Innovation of the Year Award

- This sub-category is for those who have designed or implemented new dynamic methods, approaches or solutions in delivery of service in a sustainable manner.
- Innovators would be people who spearheaded the creation of new methods or approaches in service delivery.

3. Sub-Category: Outstanding Individual Award

- This sub-category is for individuals offering distinguished services or having done meritorious work/acts that contribute to improving the lives of others.
- This could be a person who has taken it upon themselves to organise soup kitchens, working in orphanages, beautifying a public space, providing assistance to students with their home-work, etc.

Rules for Entry:

All nominees must observe the following rules:

1. Projects may only be entered into one category (select the most suitable category).
2. A project entered into more than one category will result in all the entries being automatically disqualified.
3. Take extra care when packaging your submission – use a file suitable for the size of information you are submitting. The project team, assessors or adjudicators will not be held liable for misplaced information as a result of unsuitable packaging.
4. Entry packs will not be returned to the entrants at the end of the project.
5. All questions should be completed in full with as much information as possible in line with the prescribed maximum words (500 words).
6. All submissions/entries should be typed – no handwritten entries will be accepted.
7. You are required to submit evidence on all the claims you make about your project / initiative. Documents must be attached. Additional information may be submitted to support the entry e.g. videos, photos, publications, brochures, CD/DVD and newspaper clipping (unfortunately these are not returnable). Ensure that the supporting evidence and additional information is properly referenced.
8. Entries should be approved by the Head of Department / CEO / Project Manager. The entry authorisation form should be completed and signed. Entries in the Celebrated individual category should be approved by the CEO or Head of Department.
9. Entries found to be based on false information will be disqualified at any level of the process when discovered.
10. The projects MUST have been in existence for a minimum of one year.
11. Projects that have won the Gauteng PSEA in the past 5 years are not eligible for entry.
12. Entries submitted before the closing date will be perused by the project office for completeness and advice.
13. The organisation/institution/individual submitting the entry must not be involved in or have any knowledge of any possible litigation or allegations of corruption (projects/initiative/individual), dispute or claim involving the entry.
14. The participation in the Gauteng PSEA by the entrant/nominee/nominator constitutes their full and unconditional agreement to these official rules.
15. The assessors and adjudicators' decisions are final and binding to all matters related to Gauteng PSEA.
16. The entry must be received no later than 11:59:59, on the closing date of 18 October 2019. Entries received after the closing date will not be accepted.
17. Failure to comply with the entry requirements will result in disqualification.
18. You may contact the project office through email psea@gauteng.gov.za or tel: 011 355 6215 or 063 693 4681.
19. Fully completed entry form together with evidence may be submitted to;
 - In hardcopy to the following address/ Attention; PSEA Project Office of the Premier. Att: PSEA Project Office, Office of the Premier, Turbine Hall, 65 Ntemi Piliso, Newtown, Johannesburg.
 - Signed electronic submission with clearly referenced evidence may be submitted by email to psea@gauteng.gov.za.

SECTION 1

Details of the applicant

Name of organisation and type of entity (Department/Municipality/Institution/NGO)	
Name of contact person (preferably Project Manager or the person compiling this application)	
Telephone Number	
Cell Number	
Fax Number	
Email Address	
Postal Address	
Physical Address	

General Information

Name of nominee (individual/project/initiative)	
Physical Address (The site where you render your services or operate your project)	
Briefly describe the kind of work that you do (your project or initiative) to service your community	
Who are your customers or the beneficiaries of your project	
What are your core services	
Contact details of the Nominee	
Actual address of site for verification visit	

SECTION 2

1. Please submit the following information which will form valuable evidence for your submission as annexure A with the entry form:

- Submit the following evidence: Testimonial or letter from your Supervisor, and Endorsement letters from 2 Colleagues or the people you work with)
- Submit in not more than 300 words a motivation on why the nominee deserves the award

2. Sub-Category Evaluation per criteria:

- The following questions are aimed at determining your project/initiative's contribution in terms of the criteria outlined below. Please respond to all the questions with maximum accuracy and leave no question unanswered.

1 No evidence to support claim **2** Insufficient Evidence **3** Satisfactory/Acceptable evidence submitted **4** Adequate evidence

Criteria:

- Leadership
- Innovation and creativity
- Social cohesion
- Transformation
- Impact
- Sustainability

2.1 Leadership

What makes you distinctive in the way you provide a service that you offer in addressing a community need that you have identified?

Evidence Submitted:

2.2 Innovation and creativity

What service do you offer and what notable approaches or methods have you introduced to ensure your approach to service delivery is exceptional? (In response to this question you must demonstrate the impact of your innovation in improving the lives of the people)

Evidence Submitted:

2.3 Social Cohesion

Interpersonal skills and cohesion are instrumental to success in community leadership. What is your strategy for positively inspiring the people to participate under your leadership?

Evidence Submitted:

2.4 Transformation

How has your project transformed perceptions or attitudes of society towards the services that you offer?

Evidence Submitted:

2.5 Impact

- What service delivery improvement has been achieved?
- What evidence of this improvement can you provide?

Evidence Submitted:

Where possible quantify (e.g increase number of beneficiaries, reduction in ques etc.

2.6 Sustainability

Provide evidence of how to sustain the project?

Evidence Submitted:

Authorisation of the project entry by the Head of Department/CEO /Project Manager

I (Name and Surname) _____
_____ the Head of Department/CEO/Project Manager of (Name of the Organisation/Institution)
_____, hereby confirm that:

1. I have approved the entry of this project (Name of the Project) _____
_____ into the Premier's Service
Excellence Awards, Category _____
and Subcategory _____
2. By submitting this entry, we agree to abide by the rules of the Premier's Service Excellence Awards.
3. I have verified the information in the Entry Form and confirm that the information provided is accurate and legally binding.
4. I have verified the supporting evidence submitted with this Entry.

Signed at _____ on this _____ day of _____ 2019

Signature: _____