

## ENTRY FORM

### CARE FACILITY CATEGORIES

Please note this entry form is for the five care facility award categories.  
There is a separate entry form for the individual award categories.

#### 1. CARE FACILITY AWARD CATEGORY

Please tick/cross the category in which you are entering.

Note: Only ONE category may be entered on each entry form, but you may submit more than one entry form to enter into different categories.

SPACEWORKS ENVIRONMENT AWARD

GILMOURS EXCELLENCE IN FOOD AWARD FOR CARE HOMES AND HOSPITALS

KALANDRA COMMUNITY CONNECTIONS AWARD

HSCL INNOVATIVE DELIVERY AWARD

#### 2. NOMINATION INFORMATION

NAME OF NOMINATED CARE FACILITY  
OR ORGANISATION

ADDRESS OF CARE FACILITY  
OR ORGANISATION

BEST CONTACT PERSON AT NOMINATED  
CARE FACILITY OR ORGANISATION

POSITION OF CONTACT PERSON

PHONE

EMAIL

### 3. DETAIL OF ENTRY

#### TITLE

Please give your entry a title that is descriptive of the entry

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#### SYNOPSIS OF ENTRY

Please give a brief description of the entry and outcomes. *This will be used for promotional purposes.*

Please write no more than 100 words.

**YOUR ENTRY**

Please provide a summary of your quality improvement(s) and innovation(s).

What was your idea/issue, and what did you do?

What outcome(s) did you aim to achieve?

Please write no more than 200 words.

**YOUR TEAM**

Who were the key individuals or organisation(s) involved in the development and implementation of your entry.

What role did each of them play?

Please write no more than 100 words.

**YOUR OUTCOMES**

Describe the outcome of your entry — how and why is what you are doing/have done making a difference to the quality of the lives of residents, their families and/or staff?

Please write no more than 300 words.

#### 4. ADDITIONAL MATERIAL

I have included a short video (four minutes maximum) of our food service programme. *Note: only one copy of your short video is necessary. The NZACA will make sufficient copies of the video for the judges.*

We/I have enclosed additional material/information to support our entry (optional).

#### 5. DECLARATION

##### NOMINATOR

I (the nominator) understand that by signing this nomination form, I am supporting the nomination of this care facility/organisation, and that I may be asked for further supporting information by the judging panel.

**PRINT NAME**

**SIGNATURE**

Open in Adobe to sign and submit the form electronically, or print and scan to [lili@nzaca.org.nz](mailto:lili@nzaca.org.nz)

**RELATIONSHIP TO NOMINATED CARE FACILITY**

SAVE FORM

SUBMIT FORM

## ENTRY FORMAT

Entries **MUST** be submitted in the format outlined on the NZACA-provided forms, which may be completed by hand, or downloaded and filled out on a computer. Entries not submitted on these forms will not be considered.

Any extra or supporting material (such as photographs and videos) can be supplied via email, Dropbox or WeTransfer.

Please note that all material sent in support of your entry will become the property of the NZACA and may be used by the NZACA for the purpose of preparing cases studies, which may in turn be used by the NZACA at any time for the purposes of publicity. By submitting your entry, you consent to releasing this material to the NZACA.

Any documents and/or supporting material will not be returned. However, the NZACA will provide appropriate safeguards for the storage, use and disclosure of this information in accordance with the Privacy Act. You may request your information or material at any time from the NZACA.

## LODGING APPLICATIONS

Your entry must be received by NZACA National Office via email to [lili@nzaca.org.nz](mailto:lili@nzaca.org.nz) by **5pm on Friday, 23 June 2023**. Any application received after this time will not be considered.

Please note faxed or hard copies **WILL NOT** be accepted, nor will late entries.

### PROCESS

1. All entrants must complete the official entry form, which must be returned to the NZACA National Office by 5pm on **Friday, 23 June 2023**.

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2. Once all entries are received, they will be judged by one of three judging panels.

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3. Two finalists will be agreed upon by the judges for each category.

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4. All finalists will be notified of the outcome of their entry by **Monday 3 July**.

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5. Finalists in the care facility categories will be asked to complete a second round of judging.

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6. Gilmours Food Award finalists – judging in the week starting **July 10th**.

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7. Following the completion of all judging, the judging panels will convene to decide on winners of each category and the overall winner.

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8. Category and the overall winner will be announced at the NZACA Awards Ceremony on Wednesday, 17 August, Takina Convention and Exhibition Centre, Wellington.