**IFST IMPACT AWARD SUBMISSION FORM 2020**

*Before completing this form, please refer to the Impact Award Submission Guidance.*

**Please indicate if this submission is being made on behalf of:**

Special Interest Group (SIG) SIG name

IFST Branch Branch name

Individual volunteer Volunteer name

If a SIG or IFST Branch, please provide the main contact details below:

Main Contact:

Associated e-mail address:

If an individual volunteer, please provide the following details:

Name of person making the nomination:

Associated e-mail address:

Introduced in 2017, this award aims to recognise innovation and celebrate the successes of our Branches and various Groups and now, also our individual volunteers.

This year, we are seeking examples of:

1) A **new** activity undertaken in the last 12 months, which delivers measurable impact linked to any/all of IFSTs’ strategic priorities.

2) An **existing** activity which has undergone an adaptation or change in order to deliver an enhanced impact linked to any/all of IFST’s strategic priorities. In this instance you will need to clearly identify the reasons for change/adaptation and provide evidence to support enhanced impact.

**ACTIVITY**

1. Please outline **ONE** activity or amended activity, organised through your Branch. Group or as an individual, over the last 12 months, which has supported IFST’s strategic priorities.

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1. How did this activity align to IFSTs strategic priorities? *(Please refer to the strategic priorities for guidance)*

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1. What was the ***outcome*** of the activity?

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1. What was the ***impact*** of the activity?

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1. Detail what steps were put in place to ensure that the activity was ***scalable.***

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1. Detail what steps were put in place to ensure that the activity was ***sustainable.***

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1. What did you learn by undertaking this activity that you can share with others?

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|  |

**Please submit this form by email to** **a.gardner@ifst.org** **by 2 March 2020**

**500 words in total max.**

Your entry will be reviewed by the Volunteers Advisory Group who will select the final entries. The winning entry will be selected by the President, Hon Secretary, Hon Treasurer and a member of IFST Executive.

All entries (which will be depersonalised) will be published on the IFST website after the winner has been announced.

***Impact Award Submission Guidance.***

IFST values the important contribution that volunteers bring to the work and life of the Institute. Without the contribution of the volunteers who serve on eg committees, branches and special interest groups, IFST would find it difficult to achieve the strategic priorities set out by the Board of Trustees.

IFST Strategic Priorities are:

***Priority 1 - Engagement through communications and knowledge sharing.***

The Institute will strive to extend the sharing of relevant, accessible food science and technology knowledge amongst its members and to its chosen stakeholder groups.

***Priority 2 – Influencing key stakeholders***

The Institute will increasingly use its unique, independent, evidence-based voice to influence key stakeholders on relevant food science and technology related topics.

***Priority 3 - Professional standards and development***

The Institute will continue grow its critical role in setting and accrediting professional standards for food.

***Priority 4 - Membership enrolment, participation and retention***

The Institute is committed to increasing its numbers of members in a balanced way across all categories of membership and encouraging members’ active participation in its activities to further their own career development and contribute to the Institute’s activities.

***Priority 5 - Careers and education support and promotion***

The Institute will strive to ensure that a stream of new talent enters the food profession and that students, together with their learning institutions, are actively engaged with and supported by the Institute. We will also promote food science and technology as an excellent career option.

In 2017, IFST introduced the Impact Award as a way in which volunteers could be recognised for the many great activities and innovations that they undertake, and which contribute to IFST strategic priorities.

The Impact Award is an opportunity for volunteers to showcase an innovative activity which has been undertaken which meets the following criteria:

An activity which:

1. is new and has been undertaken in the last 12 months which delivers measurable impact to any/all of IFSTs strategic priorities

OR

1. is an existing activity which has undergone and adaptation or change in order to deliver and enhanced impact linked to any/all of IFSTs strategic priorities

and which

1. is scalable and sustainable.

An activity can be:

* An event
* A resource
* A publication
* A new way of working

The 2020 Impact Award is open to:

* IFST Committees
* IFST Branches
* IFST Special Interest Groups
* Individual IFST volunteers. Note: self nomination is not permitted. Submissions must be supported by another volunteer.

**The submission processes**

Putting in a submission is a very straight forward and easy process, involving the completion of a two-page form, containing 7 questions and with a 500-word limit.

**What is the time scale?**

You can email a submission between 19 December 2019 and 2 March 2020.

All submissions will be reviewed and ranked by the Volunteer Advisory Group with the top three going forward to be announced at the Members Day on 31st March 2019, where the winner will be announced, and a presentation made.

All entries will be marked using the following criteria:

* Activity aligns to IFST strategic priorities Total 3 marks
* A specific outcome is identified Total 3 marks
* There is evidence supporting each outcome Total 3 marks
* There is evidence of impact eg
	+ Recruitment of new members
	+ Increase profile of IFST
	+ New recruits to a branch/group Total 3 marks
* The activity is sustainable Total 3 marks
* The activity is scaleable Total 3 marks
* Does the activity stand out as being unique, innovative rather

than something that would be expected from a well-functioning

branch/group/individual Total 5 marks

* Has a learning outcome been identified Total 1 mark

Max possible marks 24