**IFST IMPACT AWARD SUBMISSION FORM 2021**

*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:

Working Group Working Group name:

Branch Branch name:

Individual volunteer Volunteer name:

If a SIG, Branch or working group 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 email 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.

3) An activity which has been adapted or initiated as **a response to the COVID-19** pandemic which delivers measurable impact linked to any/all of IFSTs’ strategic priorities.

**ACTIVITY**

1. Please outline **ONE** new 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 19 February 2021**

**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 - Providing and sharing evidence-based FS&T knowledge***

Those needing access to relevant, reliable evidence-based FS&T knowledge actively seek out knowledge, outputs and positions provided by IFST. Information is known for being easily searchable and, generally, made available at no or low-cost.

***Priority 2 – Influencing and supporting key stakeholders***

Our invaluable resource of independent evidence-based scientific positions and our access to experienced professionals is actively sought to inform and support the work of key stakeholders including Governmental departments. IFST will demonstrate leadership over chosen key topics and projects where it is in the best place to deliver positive outcomes in pursuit of our mission.

***Priority 3 - Promoting professional standards and development***

Regulators, all those in the food supply chain and the general public are reassured that technical personnel at all levels within the food sector are recognised as being professionally competent and striving to remain current in their knowledge and skills through effective CPD.

***Priority 4 - Utilising and growing the strength of our membership***

The profile of our membership is respected for its breadth and depth of experience. Individuals are proud to join and be a part of the Institute for the opportunity to actively contribute to the achievement of the Institute’s mission.

***Priority 5 - Encouraging and supporting our future talent***

We are in a position to inform the sector on the current and future talent/skills needs relevant to FS&T and, where appropriate, we provide leadership in the delivery of those needs. The talent pipeline through all channels is sufficient to meet the needs of the sector.

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 is scalable and sustainable and:

1. is new and has been undertaken in the last 12 months which delivers measurable impact to any/all of IFSTs strategic priorities or,
2. is an existing activity which has undergone and adaptation or change in order to deliver an enhanced impact linked to any/all of IFSTs strategic priorities or,
3. is an activity that has been introduced as direct result of COVID-19 and which links to any/all of IFSTs strategic priorities and has had measurable impact.

An activity can be:

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

The 2021 Impact Award is open to:

* Committees
* Branches
* Special Interest Groups
* Working 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 1 December 2020 and 19 February 2021.

All submissions will be reviewed and ranked by the Volunteer Advisory Group with the top three going forward to be announced during Members’ Week which will take place w/ending 5 March 2021 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