**APPLICATION/ENTRY FORM**

|  |  |  |
| --- | --- | --- |
| **Name of the National Coordinating Body or Partner of the European Week of Sport submitting the form:** | **Name of the person/workplace authorized representative completing the form:** | **Email address:** |
| **Phone number:** | **Date of starting and duration of actions/initiative:** | |
| **Name of the nominated workplace (“applicant”):** | **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.)*

1. **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.)*

1. **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.)*
2. **Finally, in 100 words sum up what is special about your initiative and why you should win the #BeActive Workplace Award 2019? (***Did you do something particularly innovative; is it sustainable; did it receive media coverage, etc?)*

**FOR APPLICANTS**

If processing your reply to the rules of contest involves the recording and processing of personal data (such as your name, address and CV), such data will be processed pursuant to Regulation (EU) 2018/1725 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data, and repealing Regulation (EC) No 45/2001 and Decision No 1247/2002/EC. Unless indicated otherwise, any personal data requested are required to evaluate your application in accordance with the rules of contest and will be processed solely for that purpose by Unit C4 - Sport. Details concerning the processing of your personal data are available on the privacy statement at:

<https://ec.europa.eu/info/data-protection-public-procurement-procedures_en>

Your personal data may be registered in the Early Detection and Exclusion System (EDES) if you are in one of the situations mentioned in Article 136 of the Financial Regulation. For more information, see the Privacy Statement on

<http://ec.europa.eu/budget/library/explained/management/protecting/privacy_statement_edes_en.pdf>

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 Awards Gala in Budapest, Hungary on 18 October 2019

☐ Declaration on honour has been completed by the workplace authorised representative completing, signed and attached

☐ In case of award, the applicant accepts that certain data like name, locality, amount of the prize received, its nature and purpose will be published

**Signature:**

**Position:**

**Date:**