

# Some important Do's and Don'ts

Please read the following points carefully ***before*** you fill in your application.

## **General**

- All entries must be accompanied by a duly filled Application Form.
- All entries must be *complete in themselves*, with supporting documents enclosed.
- We will not be responsible for entries lost in transit or loss / damage to enclosures.
- You can apply in more than one category, if appropriate. However, each entry must be submitted separately, with all the supporting material. It will not be possible for us to cross-reference with another application.
- It will not be possible for us to entertain any correspondence on the subject of entries.
- We would recommend that you send in your entries by speed post or courier only.

## **Application Form**

- Write legibly (preferably using capital letters) or type your answers.
- You could keep your answers short (write in bullet / point form, if you find it easier).
- Do not write outside the space provided for information. If you need more space, use another sheet.
- Please number the extra sheet/s and include your name and the category in which you are applying on each sheet.
- Please indicate, under the relevant question, that you have continued your answer on another sheet and mention the sheet number.

## **Supporting Documents**

- These are some of the documents you ***must*** attach with your application (this is apart from any other documentation that is specifically related to your achievement):
  - Date of Birth document (Birth certificate or school / college certificate)
  - Proof of identity (driver's license / passport / ration card etc.)
  - Any other award certificates that your achievement may have won
- To support your achievement, you could ***also*** include photocopies or copies of:
  - Certificates
  - Press clippings
  - Reports
  - Photographs
  - Video footage
  - CDs
  - Any other
- List all the supporting documents you are enclosing in the appropriate space on the Application Form.
- Write your name and category on ***each*** supporting document, including CDs and photographs.

## **DO NOTS**

- Please do not send originals of any document. Photocopies are sufficient at this stage.
- Do not send non-essential documents and a large number of photographs as proof of achievement. If we need further authentication / clarification, we will ask for specific documents at the next stage.
- Do not list minor awards and achievements (e.g class, school/college awards)

## **Team Entry**

- Each team can have a maximum of 5 members; all of whom must be under the age of 28. All team members must be residents of Karnataka.
- Details of each team member (as indicated in the Application Form) must be provided.
- In the case of a team entry being short-listed, the team can be present for the interview / presentation, either as a whole or represented by 2 members. As stated earlier, the organisers will bear travel and accommodation costs for up to 2 members of the team.
- The final short-listed individuals / teams will be invited to the awards ceremony. Travel and accommodation expenses for up to 2 team members—for the interview / presentation and the awards function—will be borne by the organisers.
- In the event that a team wins, the team as a whole will be presented with Rs 100,000, a trophy and a citation. We have asked you to indicate a name for your team so that the trophy and citation can carry your unique team identification.

## **Nomination**

- You can nominate any deserving individual / team that has made a significant achievement, and is not likely to apply on their own.
- You can make more than one nomination, but each on a separate application form with separate details and supporting documents.
- As a nominator, please ensure that the individual / team you are nominating has made substantial, demonstrable achievement/s. You must fill in the application form, nominating the individual / team for the award, with accurate and adequate details about the individual / team and the achievement/s made.
- You must ensure that the individual / team, is aware of your nomination and complies with the rules and regulations, terms and conditions of the process of selecting the winner. Nominees will also have to provide adequate details and documents about the achievement. Therefore they must be aware and agree to being nominated.

## **Envelope**

- Use a standard, *strong* brown or cloth envelope to send in your entries.
- On the envelope, superscribe:
  - Your full name, address and phone number/s
  - The category under which you are applying
  - The number of documents you have enclosed