





## Guidance for completing your DBACE application

We are pleased you have decided to apply for DBACE 2019 and look forward to receiving your application. Below, are our top tips to help you in completing the on-line form.

## Before you put pen to paper:

- Look at the online application.
- Check the deadlines, plan how much time you will need to complete the application. Don't leave it to the last minute to submit your application.
- It will be harder to complete the application if you are rushed.
- Look at the Terms and Conditions to see what we will expect from you, if you are successful.
- Look around the website, for example there's lots of helpful information on the Resources Pages that will help you to answer the questions about your idea or business:
  - The <u>glossary</u> will explain a broad range of commonly used business terms.
  - The <u>DBACE guide to writing a plan</u> aims to assist applicants organise their idea and consider the sustainability of their venture.
  - The <u>FAQs</u> answers common questions asked about the DBACE award.
  - The <u>Info events section</u> will tell you where to find face-to-face and online information sessions to help you apply.

In addition, look out for helpful tips and hints on the application form itself. When completing your application:

- Consider what the judging panel will be looking for and try and see if your answers demonstrate what they would like to support.
- Use plain English and explain things as clearly as you can.
- Please note there is a maximum of 300 words for answers to the application questions.
- Be careful that you do not repeat yourself too many times.

It is a common mistake for applicants to feel that they haven't used enough words if they are given a word or page limit that they don't reach. Try not to say the same thing in a slightly different way over and over again. Succinct, efficient and to the point is often the best way.

Don't worry if you can't answer all the questions.

As applicants will be coming from a range of starting points, we understand that some respondents will be further ahead than others in being able to answer some of the questions. Just fill in as much as you can according to what is relevant and where you are at with your creative enterprise.

Before you submit your online application. Check that you have you uploaded the pitch video.

We welcome applications from people with disabilities. If you require additional support to be able to participate in the award please contact us by email at dbace@mewe360.com

Good luck!