



## Application Tips

Here are a few hints and tips to help you showcase your project in the application form.

### What are the judging criteria?

The judging panel expect you to use the application form to highlight how your project is:

- Innovative – what makes it so special?
- Effective – what impact has it had?
- Replicable – is this a model that could be used by others?
- Keep in mind the 2009 Priority for the European Language Label

### Completing the form

#### General tips

- Give the project a brief, punchy name
- Stick to the word limits
- List only one Project Coordinator as this will make future correspondence easier
- List all institutions involved

## Answering the questions?

- **Please give a brief outline of the project**

This is a snapshot for the judges and the first information they read about your project

- **When was the project started?**

Remember that projects need to be running long enough to show that they have been effective, so if you're in the early stages of your project or are still planning, it would be best to wait until next year.

- **What evidence do you have of the impact of your project?**

This will depend on your project and its aims but you might think about levels of take-up, improved achievement, confidence of students etc

- **How could your project be used as a model for others?**

A key aspect of the Award is that the winning projects serve as an inspiration to others, do give your ideas about potential ways it could be used as a model or examples of where this is already happening.

- **Have you shared the outcomes of your project more widely?**

This will depend on your project but it could be, for example, that you have spoken about the project at events, had success celebrated in the press or shared resources with others online.

- **Does your project use advanced ICT?**

There is no obligation to have advanced ICT as part of your project to be eligible for an Award but if you are using new technologies flag it here.

- **Is your institution an Initial Teacher Education partnership school? Yes/No**

The institution is actively involved in Initial Teacher Training and this entails your institution's involvement in partnerships for initial teacher training possibly involving languages.

- **How did you hear about the Award? Please specify**

Telling us where you heard about the Award helps us to get the information to as many people as possible in the future both in terms of showcasing the winning projects and inviting applications, so please let us know.

- **Give details of the group(s) and numbers of learners involved, including their age range**

This helps the judges get a better idea about your project and also to identify which special prizes, if any, your project may be eligible for.