****

**2023 CRF Innovation Award Submission Form**

The CRF Innovation Award recognises member jurisdictions who implement outstanding business innovation. This includes projects, products or services which make a positive difference to their stakeholders and promotes the spirit of continuous improvement.

Eligibility

• The applicant jurisdiction must be a CRF member.

• The project must be directly or indirectly related to the business of CRF members.

• The project, product or service must have already been implemented in 2021 or 2022 (projects in the planning stage or under development are not eligible) for a minimum period of two months prior to submission of the award application.

Instructions for submission:

1. Please note that all fields must be completed. Incomplete forms will not be accepted.
2. Use font, **Arial Size 12** for submission.
3. Keep the submission to **maximum 5 pages**.(Excludes Annex)
4. Submit diagrams/pictures as **annexes**. Total attachment **should not exceed 3MB**.
5. Submission filename taxonomies:
	1. **NameofOrganisation\_NameofProject\_ Annex\_A\_TitleofDocument**

(e.g. CRF\_InnovationProject\_ Annex\_A\_MemberFeedback)

* 1. **NameofOrganisation\_NameofProject\_ Annex\_B\_PhotoName**

(e.g. CRF\_InnovationProject\_ Annex\_B\_AwardWinner)

**Section A: Particulars of Nominee**

|  |  |
| --- | --- |
| **Name and Address of Organisation and Jurisdiction** |  |
| **Name****(Underline family name)** | **Salutation****(Mr/Ms/etc.)** | **Designation** | **Email Address** |
| (Team Leader) |  |  |  |
| (Team Member) |  |  |  |
| (Team Member)  |  |  |  |
| (Team Member) |  |  |  |

**Section B: Project Summary**

|  |
| --- |
| 1. Share, in **no more than 30 words**, why you think the project is deserving of the CRF Innovative award.
 |
|  |
| 1. Elaborate, in **no more than 300 words**, what the project is about.
 |
|  |

**Section C: Project Details**

Please see the evaluation criteria in Annex A.

The serves as a guide on the important aspects you should include in the award application. Please keep to **no more than 500 words** for each of the parts below - Part 1 to Part 4.

|  |
| --- |
| 1. **Identification of Issues**

 |
| Describe the existing or impending issue, challenge or opportunity that the project team sought to address.  |
|  |
| 1. **Innovation/Creativity**
 |
| a) Describe the new idea or new approach to address the issue/challenge or opportunity; orb) Describe the existing solution/idea/approach that was implemented by the team to address the issue/challenge or opportunity  |
|  |
| 1. **Sustainability**
 |
| Did the project provide a long term and sustainable intervention to address the issue/challenge or opportunity? |
|  |
| 1. **Impact**
 |
| 1. Did the project successfully address the existing or impending issue, challenge or opportunity?
2. What are the key benefits that the project brought to your stakeholders? E.g. improved quality of customer service and experience, faster processing time, cuts red tape.
3. Provide details of impact such as the amount of time saved, cost savings, cut down on manpower, etc.
 |
|  |

**Acknowledgement**

* Send your submission for the 2023 CRF Innovation Award by Saturday, 31st December 2022 to CRF Secretariat at corporateregistersforum@gmail.com. Late submissions will not be considered.
* An acknowledgement email will be sent to you within 5 days of your submission.
* ExCo’s decision shall be final. No appeals will be entertained. The winners of the 2023 CRF Innovation Award will be notified via email.
* All award recipients will be required to:
1. Share about their project at the CRF Conference 2023, and
2. submit a short write-up of their innovative initiative and a photo of their project team for publication in the quarterly CRF newsletter or other relevant publicity materials.

**Annex A: Judging Criteria**

|  |  |  |  |
| --- | --- | --- | --- |
| Criteria | Description | Guidelines | Weightage |
| Originality * Degree of creativity/innovation
 | * The extent to which the initiative offered fresh, new perspectives and used creative ways to address and solve problems.
 | * Unique and original solution that adds value to the agency’s functions
* Adoption of a new perspective when devising a solution to an existing issue
* Formulation of an innovative solution to a new issue/problem
 | 40 |
| Or * The idea in the initiative might not be completely new or original, but the applicant managed to apply the idea in a new way or adopted a fresh perspective.
 | * Creative adaptation of solutions/ideas implemented by others
* Innovative implementation of solution for different stakeholders
 |
| Sustainability of efforts | * The extent to which the initiative implemented was a long term and sustainable intervention.
 | * Promotes accountability of users
* Empowers internal and external stakeholders (eg provide staff or customers with tools)
 | 30 |
| Impact* Degree which it enhances efficiency and increase effectiveness
 | * The extent to which the idea created positive impact for stakeholders (e.g. citizens, businesses, other agencies) in qualitative terms (ie cut down on time, money, resources).
 | * Streamlines processes, reduces red tape, and improves coordination and other measures to increase effectiveness and efficiency.
* Improves customer satisfaction as well as efficiency/productivity of unit
 | 30 |