

Submitting a winning award entry



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Should we enter?

If you or your organisation is a member of the HPMA or the organisation you are working in partnership with is a member, you are eligible to enter.

The deadline for entries is 22 May 2025.

Does your initiative meet the following **award criteria**:

1. Does it demonstrate genuine partnership working from the outset, not just collaboration?
2. Is there evidence it has had a measurable and sustainable impact for the benefit of staff?
3. Have there been lessons learned, and have you explored opportunities to scale and/or replicate elsewhere?

If your answer to these questions is yes, share your experience and good practice and submit an entry.

Entry checklist

You will need to demonstrate how your initiative meets the award criteria through an online entry form. This will ask you for the following:

- a summary of your project which clearly explains your work
- evidence that shows you meet the criteria
- who have you involved/partnered with
- what is the learning, and how have you disseminated this learning.

Top tips

1. **Prepare** – allow sufficient time to prepare and submit your entry and familiarise yourself with the award criteria.
2. **Keep it simple** – write in plain English. Be clear and concise, avoid jargon, keep sentences short (15 to 20 words is good) and break longer sentences up with commas. Avoid sweeping generalisations and make every sentence count.
3. **Keep to word count limits** - and provide enough information for the judges to understand the specific challenges faced, actions taken and results or goals met.
4. **Pay attention to grammar, spelling and punctuation** – the judges are more likely to trust the information if there are no spelling mistakes or errors.
5. **Ensure results or statistics have been verified.**
6. **Write your entry with partners** – employers and trade unions should work together to prepare the entry, and both should be happy with the final version.
7. **Review your entry** – ask others to read your entry before you submit it. It can be helpful to ask someone who was not directly involved in the work. An independent reviewer will not have detailed knowledge of the initiative and may suggest ways to make your entry stronger.

Inspiration

For inspiration, read how [East Cheshire NHS Trust won the 2024 HPMa partnership working award](#) for its work with trade unions to support staff affected by menopause.

Submit your entry via the HPMa website.

Finally... good luck! We look forward to hopefully seeing you at the HPMA Excellence in People Awards ceremony later this year.