

Guide to Submitting Your Application

Welcome to the **SIFEM Skills for Employment Excellence and Impact (SEE Impact) Award 2025!**

This is more than just an award. It's an opportunity for your company to showcase how you're building a strong foundation for skills, employability, and job quality in your community. By participating, you'll not only gain recognition for your innovative efforts but also receive the support you need to bring your vision to life.

Winning isn't just about the prize—it's about building something that lasts. With grants of up to USD 150,000, personalized coaching, and a platform to showcase your achievements, this award is your chance to make a lasting impact while gaining visibility as a leader in workforce innovation.

Let's start building together!

1. Requirements and Eligibility

Before you start building your submission, make sure your project is on solid ground:

- **Who Can Apply?**
 - Portfolio companies of SIFEM-investee funds and financial institutions that have an operational history of three or more years (on or before 15 May 2025).
- **What Initiatives Are Eligible?**
 - Projects that focus on skills enhancement, employability, or employment quality.
 - Initiatives that address inclusion, especially for marginalized groups such as women, youth, rural populations, or those in the informal economy will score higher.
 - Proposals must include a reference letter from an investor.
- **What's Out of Scope?**
 - One-off activities with no potential for growth or long-term impact.
 - Corporate Social Responsibility (CSR)-only projects without measurable outcomes.

2. How to Apply

The submission process is designed to guide you step by step:

Step 1: Understand the Criteria

- Review and understand the award criteria, which include impact potential, scalability, innovation, sustainability, alignment with local needs and learning.

Step 2: Explore the PPT Template

- The fillable PowerPoint template is your blueprint. It guides you slide by slide on what information to present and how to present it.
- While additional details are welcome, the structure, format, and length of the template must be respected. Think of it as your construction plan—stick to it to ensure your submission is clear and complete.

Step 3: Choose Your Project

- Pick an initiative that showcases your company's achievements and aligns with the award's goals.
- If you're unsure which project to choose, consult your team or schedule a session with the coach for guidance.

Step 4: Build Your Submission

- Follow the instructions in the PPT template and use visuals, quotes, and data to bring your story to life.
- Remember, language is not a barrier! The coaches speak multiple languages (English, French, Spanish, German, Hindi, Bangla, and Nepali) and can help you find the right wording in English.

3. What to Submit

Your submission should include the following key elements:

1. Clear Goals and Results

- Describe the purpose of your initiative and its measurable impact.
- Example: *"We plan to train 500 employees, resulting in an estimated 20% increase in productivity and a 30% improvement in retention rates."*

2. Evidence of Inclusion

- Highlight how your initiative may support marginalized groups.
- Example: *"50% of participants will be women, and 30% from rural communities."*

3. Scalability Plan

- Show how your initiative can grow and expand while maintaining its impact.
- Example: *“Our model can be replicated in other regions with minimal adaptation thanks to....”*

4. Innovation and Collaboration

- Explain what makes your initiative unique and how you’ll work with others.
- Example: *“We will partner with local training institutions to develop a first-of-its-kind program tailored to the needs of informal workers.”*

5. Sustainability Evidence

- Demonstrate how your initiative creates long-term benefits and uses resources efficiently.
- Example: *“We intend to train in-house trainers to ensure the program continues beyond the initial funding period.”*

6. Local Relevance

- Address specific local challenges and adapt to cultural or operational contexts.
- Example: *“Our program will address the skills gap in the textile sector, a key industry in our region.”*

7. A Clear and Measurable Implementation Plan

- Outline the steps you’ll take to implement your initiative, including timelines, key activities, and required resources.
- Example: *“Phase 1: Conduct a skills gap analysis (Month 1–2); Phase 2: Develop training modules (Month 3–4); Phase 3: Launch pilot training sessions (Month 5).”*
- Ensure your plan includes measurable milestones to track progress and ensure accountability.

8. Evaluation Process

- Show how you measure success and use feedback to improve.
- Example: *“We will conduct quarterly surveys to track participants’ progress and adapt the curriculum based on their feedback.”*

4. What Not to Include

Don't let these common pitfalls weaken your submission:

1. **One-Off Projects:** Activities that lack scalability or long-term impact.
2. **CSR-Only Efforts:** Submissions focused solely on corporate social responsibility without measurable outcomes.
3. **No Proof of Impact:** Claims without supporting data or evidence.
4. **No Inclusion or Local Relevance:** Initiatives that fail to prioritize inclusion or address local needs.
5. **No Growth or Sustainability:** Projects without a plan for scaling or long-term viability.
6. **Generic Submissions:** Activities that don't align with your institutions mission, the award's criteria or focus areas.

5. Practical Tips to Strengthen Your Structure

- **Be Specific:** Avoid vague statements and back up your claims with data and examples.
- **Use Visuals:** Photos, charts, and statements can make your submission more engaging.
- **Keep It Clear:** Judges will be seeing your work for the first time, so ensure your information is concise and accessible.
- **Seek Feedback:** Use coaching sessions to refine your submission and ensure it aligns with the criteria.

6. Celebrate Your Work with Recognition

Winning the SEE Impact Award is about more than just the grant—it's about recognition for your efforts to create lasting change.

- Winners will receive their awards at a ceremony, attended by key stakeholders and media.
- The award brings visibility to your company's achievements, positioning you as a leader in workforce innovation.
- Honourable mentions may also be celebrated locally with the possibility to receive support in refining project proposals and even potential funding support outside the scope of the Award, giving even more companies the chance to shine.

7. Additional Resources

- **Webinar:** Attend the info-webinar on May 21, 2025, to learn more about the award process and get tips on crafting a compelling submission. If you missed it, watch the recording [here](#).
- **Coaching Sessions:** Schedule one-on-one coaching to discuss your initiative and refine your submission. You can access a total of up to 4-5 days of expert advice and support from our coaches that cover different regions of the world and speak several languages.

8. Deadline: Don't Leave It to the Last Minute!

- **Submission Deadline:** 15 August 2025 at 11.00PM Central European Time.
- Plan team sessions to gather input, refine your initiative, and finalize your submission.

With the SEE Impact Award, you have the chance to showcase how your company is building a strong foundation for skills, employability, and job quality in your community. Let's build something impactful together!