

## Retrofitting/Renovation Project of the Year 2019

This award recognises best practice initiatives in improving energy efficiency and reducing a project's carbon footprint. The award is open to both private and public sector clients, contractors, manufacturers, engineers, consultants and architects. The project should have been completed in the last 18 months.

Please note your document should be **no more than 10 pages** (5 double sided sheets). **To enter please send 3 copies.** Please include the following information:

<ul style="list-style-type: none"> <li>In no more than 250 words summarize why your project deserves to win this award in 2019.</li> </ul>
<ul style="list-style-type: none"> <li>Give a brief description of the original building.</li> </ul>
<ul style="list-style-type: none"> <li>Describe how you approached the project.</li> </ul>
<ul style="list-style-type: none"> <li>What did you do to improve energy efficiency and reduce the project's carbon footprint?</li> </ul>
<ul style="list-style-type: none"> <li>What materials were recycled and did you use any "green" products?</li> </ul>
<ul style="list-style-type: none"> <li>What aspects of the project make it interesting?</li> </ul>
<ul style="list-style-type: none"> <li>How has the project contributed to its surrounding environment or community?</li> </ul>
<ul style="list-style-type: none"> <li>What techniques and technology have contributed to the project's success?</li> </ul>
<ul style="list-style-type: none"> <li>Explain the team's approach to costing this project and how the project performed to budget.</li> </ul>
<ul style="list-style-type: none"> <li>Give qualifications of relevant senior parties actively involved in this project.</li> </ul>

**You should also include photos of the project and list the key members of the team involved including the consultants, main contractor and client.**

### Essential tips for a successful entry

- A successful application must address all of the points above. Marks will be allocated only on the evidence provided.
- Use the above headings shown to highlight your answers to those specific questions. **DO NOT** include company marketing brochures in your entry.
- Include information on your exceptional successes during the year such as business systems, innovations or techniques that have reaped significant benefits. Concentrate on facts that can be substantiated
- You can use bullet points, charts and photographs in your submission. 4 extra pages (in addition to the original 10 pages) of charts and photographs, which are particularly important for the judges to be able to see your projects or innovations, can be included.
- Don't underestimate the presentation! – the better impression you make with the judges could improve your chances in a tight race. Please remember that **ONLY THE FIRST 10 PAGES** of core information (and the 4 pages of visuals/photographs of supporting material that you may have provided as an appendix) of your submission will be assessed.

# Retrofitting/Renovation Project of the Year 2019

## Application (please complete in block capitals)

Contact Name		
Job Title		
Company Name		
Address		
Telephone		email
Tax Registration Number		
NB This form must be signed by a Director, Chairman or Chief Executive of your organisation		
Date		
Signed		
Name in caps		
Job Title		

### Client References

Please fill in details of at least one client we can contact in relation to this project.

Client Reference 1	
Client Company Name	
Client Contact Name	
Client Phone Number	

Client Reference 2	
Client Company Name	
Client Contact Name	
Client Phone Number	

### Checklist

- Have you filled in your contact details on the entry form?
- Have you filled out the relevant form and/or provided evidence (photographic or other) where appropriate?
- Have you provided three unbound copies of all entry material including the completed entry form?