



# **INNOVATION AWARD**

## **GUIDANCE NOTES**

2016



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## 1. The Competition

*The VIBES (Vision in Business for the Environment of Scotland) Awards aim to raise awareness of environmental and sustainable development issues within businesses in Scotland.*

*The competition emphasises that best environmental practice is not only good for business, the economy and competitiveness, but that it also benefits the surroundings in which we work, live and relax. VIBES rewards those who have addressed sustainable development issues in the work place and encourages others to follow their examples.*

2016 is Scotland's Year of Innovation, Architecture and Design. This encapsulate Scotland's heritage and modern attributes in relation to architecture, engineering, renewables, fashion, textiles, science, technology and more

Innovation is crucial to the continuing success of any organisation. In order to achieve environmental sustainability, businesses need to innovate to develop more sustainable products, practices and services to reduce resources and minimise their environmental impact.

The **Innovation Award** recognises businesses, partnerships, collaborations or individuals within a business that have developed, innovative technologies, products, practices or services that bring environmental and business benefits. This category highlights the ability of businesses to promote sustainable consumption, reduce environmental impacts and create new business opportunities

The innovation could be a novel way of, for example, product design; change of a process to re-use waste, heat, energy, water; product re-use, repair and remanufacture; innovative business models; effective supply chain and cross-sectoral collaboration to reduce waste and/or use of raw materials. It may also include a collaborative approach with other organisations or within your own organisation.

The technology can be, but does not have to be, new or high tech. The application can utilise an existing technology and /or modification of an existing technology for a new product or service. Entrants' product may have already been developed and in the marketplace, or it may still be in the development stage.



## 2. Judging Criteria

This award will be evaluated on the following:

- A summary of the circumstances leading to the development/implementation of the innovation.
- Details of the specific innovative elements that distinguish this approach from what was being undertaken previously or other products/services already on the market
- Evidence that the product/service performs better than or as well as a comparable alternative and meets relevant safety standards – what monitoring and evaluation has been undertaken on the innovation?
- Evidence of any innovation support mechanisms accessed, if applicable, e.g. specialist support, grant support, innovation vouchers via Knowledge Transfer Networks, or advice on intellectual assets and protection.
- How does this innovation achieve environmental, economic and social benefits?
- Where this is an individual within the business – a demonstration of the environmental benefit to the business as a result of the innovation e.g. reducing raw material use, change to process or product design

Where a product or service is still in development, please provide details of the stage reached and the next steps required to market the product/service. Try to include proof that there is market potential for the product/service. Please identify your organisation's commitment to getting the product/service to market. Please provide an understanding of the market barriers and necessary development process for the technology, product or service. If the product is in the development stage a clear business plan should be provided to identify the economic benefit of this product and route to market.

## 3. Next Steps

All the forms we receive will be assessed, and those which show a high level of commitment and have reached the appropriate standard will be added to the list of finalists.

If you are placed on the list of finalists you will then receive a judge's site visit. This gives you the opportunity to provide more details of your achievements and allows the judges to more accurately assess your application

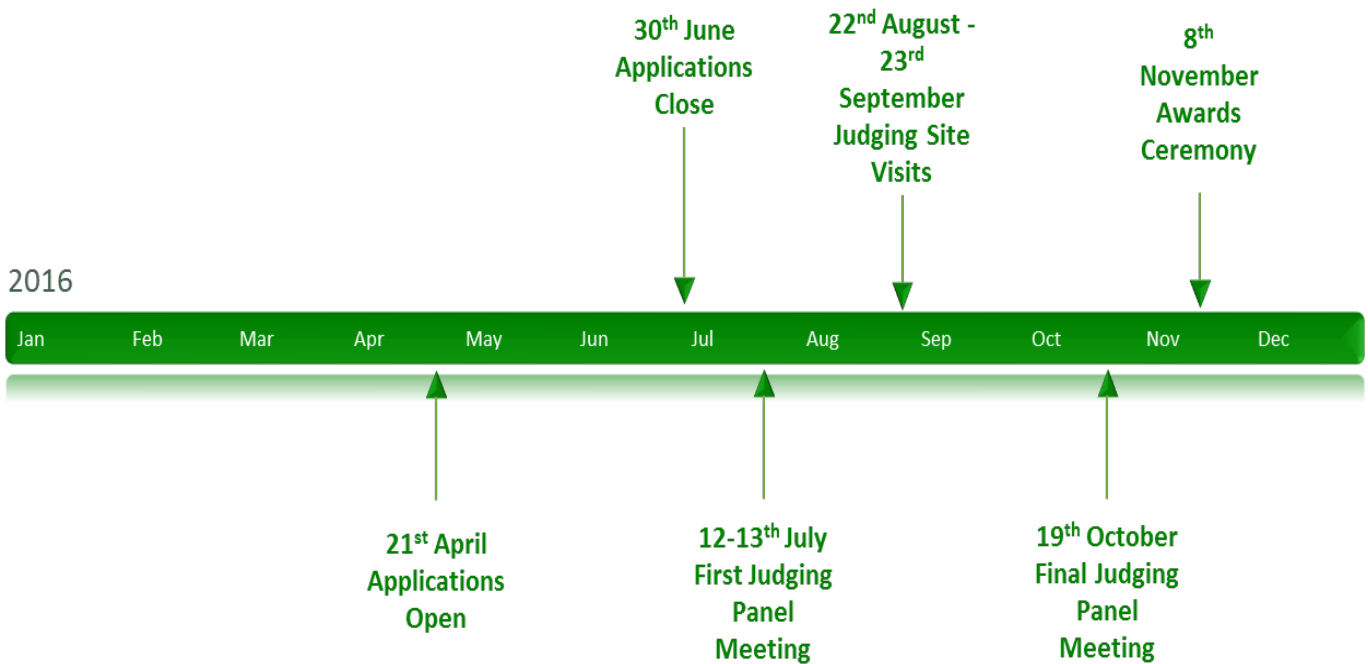
The VIBES Awards is all about recognising and promoting good practice and it is therefore incumbent on the organisers to ensure all finalists are compliant with any relevant environmental regulations. This will be done by making contact with local SEPA offices to assess the status of applicants.



The judges' site visits will take place during August or September. The visit allows the judges to meet the employees at the site/premises responsible for improving environmental performance and sustainable development. The visit should be used to support and expand on your application and should ordinarily take no longer than 3 hours.

Finalists will be chosen from each size category and a final judging panel comprising Bob Downes (SEPA Chairman), Lady Susan Rice (Chair of Scottish Water) and Lorne Crerar (Chair of Highlands and Islands Enterprise) will then select the winner for each of the size categories. These will be announced at the awards ceremony in November 2016.

## 4. Key Dates



## 5. Further Information

We hope that these guidance notes are of some help in the completion of your application form.

Please note that by entering VIBES you agree to share the information you provide with the partner organisations. The partner organisations are:

- Energy Saving Trust
- Highlands and Islands Enterprise
- Scottish Environment Protection Agency



- Scottish Enterprise
- Scottish Water
- Scottish Government
- Zero Waste Scotland
- 2020 Climate Group

The Awards are supported by:

- CBI Scotland
- Institute of Directors
- Bright Green Business
- FSB
- Quality Scotland

We may ask the partner organisations for additional information. This information will only be used to help assess your suitability as a VIBES winner.

If you're successful with your entry we will prepare a case study to highlight the areas of your business that particularly impressed the judges. Once you have approved the content of the case study it will be used to promote good practice more widely.

Further advice, support and assistance with the application form are available from the VIBES Awards Co-ordinator [vibes@sepa.org.uk](mailto:vibes@sepa.org.uk)

You can get support and assistance from a number of the partner organisations to further improve the environmental performance and sustainable development of your business.

Sources of help will be highlighted in the feedback on your entry. You can also find out how each of the partners might be able to help you now by contacting the VIBES Co-ordinator or looking at the competition website ([www.vibes.org.uk](http://www.vibes.org.uk)).

To submit your completed application save this word document using your company as the file name (if saving as PDF please also provide a word version of the application form). Then electronically submit this to us at the email address below.

Completed forms must be submitted no later than **1700 hours on Thursday 30<sup>th</sup> June 2016.**

**Contact us:**

Telephone : Help desk – 0300 099 6699  
Address :- Scottish Environment Protection Agency  
VIBES Awards  
Burnbrae  
Mossilee Road  
Galashiels  
TD1 1NF  
e-mail: [Vibes@sepa.org.uk](mailto:Vibes@sepa.org.uk)



Website: [www.vibes.org.uk](http://www.vibes.org.uk)

Good luck from the whole team!