



MANAGEMENT AWARD

APPLICATION FORM

2017

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1. General Information

Welcome to the VIBES – Scottish Environment Business Awards 2017. The awards aim to emphasise 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 sustainable¹ development issues in the work place and encourages others to follow their examples.

¹ *“Development that meets the needs of the present without compromising the ability of future generations to meet their own needs” (Brundtland Report definition) i.e. takes consideration of social, economic and environmental issues.*

The **Management Award** recognises businesses with the strategic vision and management systems that enable them to continuously improve their contribution to Scotland’s sustainable development. This award is for the holistic management of sustainability within a business across all functions.

A business with a successful application will be able to demonstrate management systems that:

- Have improved environmental performance e.g. through resource efficiency, staff and supply chain engagement etc.
- Have achieved associated economic and social benefits, such as cost savings, providing local employment opportunities, engagement with local schools, colleges, community groups, charities etc.
- Have incorporated targets and indicators for monitoring and reporting performance.
- Have included the opportunity to engage stakeholders to provide feedback that can be used, where practical, to help shape decisions.

The organisation must show that it is leading the field and setting an example that others will be inspired to follow.

- There are two awards:
 - Small and Medium-sized Enterprise (SME): <250 employees
 - Large: > 250 employees.

2. Entry Form

Company Name	The VIBES Cafe
Candidate site*	24 Wellington St Edinburgh EH4 1RT
Number of sites*	2
Number of employees at site*	8
Is your company part of a larger group?*	Yes
If yes, please provide the name of the larger group*	The VIBES Group
Number of employees in group*	100
Are you classed as a small to medium sized enterprise (SME)?**	Yes
Have you applied for a VIBES award previously?	Yes
If 'yes', when and which award(s)?	Management, Green Team
Where did you hear about the VIBES – Scottish Environment Business Awards?	Via Twitter

* This information must be completed for a successful application

** SMEs are defined as having less than 250 employees.

Main Business Activities

Please describe briefly the main business activities taking place at the site.

This section should include details of your main business activity, the services or products you provide and your principal markets. This summary is limited to **100** words.

The VIBES Café is a green café providing ethically sourced food and drink to Edinburgh locals and visitors.

CONTACT INFORMATION

Site Contact*	Mr Green
Job Title*	Sustainability Advisor
Telephone Number*	0431 226 0900 / 0700 000 0000
Email Address*	vibes@sepa.org.uk
Website*	www.vibes.org.uk
Correspondence Address Including Postcode*	24 Green St Edinburgh EH4 1RT

* This information must be completed for a successful application

MANAGEMENT

Please explain

- Why you are applying for this award
- How you manage sustainability across all your business functions
- How your business goes beyond compliance
- Quantify how you have achieved environmental, social and economic benefit.

This section is limited to 500 words.

What we have done to manage sustainability

In 2011 we bought a traditional café and we aimed to turn this into a sustainable, green, environmentally friendly café that focussed on good environmental management to achieve a business benefit. We believe the measures we have taken and the holistic view of sustainability we have meets with the aims of this award.

Starting with energy efficiency and disability access surveys, we developed an environmental improvement plan, with targets on energy, waste, travel, buying, and biodiversity. We carried out a programme of heating, insulation and lighting improvements and set up a waste minimisation system, using input from experts and guests. We engaged in national environmental initiatives, community programmes and committed to buying fairly and locally.

Our targets included taking part in the Green Tourism Business Scheme which really raised our game, broadening our aims to include water, use of chemicals, grounds improvements and communicating sustainability.

Going Beyond Compliance

A professional background in sustainability and personal commitments to resource efficiency and fair sourcing inspired the business ethic. As well as participating in initiatives such as Earth Hour, Fairtrade and the Big Garden Bird Survey, we design our own initiatives e.g.

The small plate – we offer smaller plate sizes as an option for customers with smaller appetites thus reducing on food waste;

The clean plate – for every table with empty plates after their meal we enter them into a draw for a free meal. This reduces our food waste and also brings customers back to the café.

At VIBES Café we appreciate that on our own we can't act as major sponsors to environmental and community projects, but believe that if replicated and rolled out, initiatives such as the plate schemes can make a difference.

What we have achieved – Environment, social and economic

- Total number of covers has more than doubled (+130%)
- Total energy use has decreased (-1%)
- Energy use per cover has been cut by 57%
- CO2 has been cut by 56%
- Recycling has increased from about 20% to 83%
- Food waste has decreased from 40% to 15%
- Business stationery & paper products are now 100% recycled

Trip Advisor rating 'excellent' with 98% score

- Green Tourism Business Scheme gold award

Innovations, originality & inspiration for changes:

We have been inspired to develop our business to incorporate as many resource efficiency measures as possible – this has been as a result of our appreciation of the importance of conserving resources and the business benefits that this can achieve.

We have adapted a traditional building to incorporate environmental technology in building design we have installed;

- PV (photovoltaic) panels to generate electricity;
- solar-thermal panels and an air-source heat pump to provide energy for hot water;
- LED lighting that uses 80% less electricity - and lasts for 10 years;
- an environmentally-friendly ENJO cleaning system that uses only cold water;
- energy-saving motion detectors (PIR switches) and low temperature radiators;
- carbon-neutral furniture;
- bacteria-resistant floor tiles made from 40% re-constituted materials.
- Installation of bee hive to improve biodiversity and provide honey for use in the café.

3. Additional Award Categories

Do you want to apply for any of the other award categories? If so please tick the category/categories you would like to apply for: Please provide any additional information that you think will support your application.

- | | | | |
|----------------------------------|----------------------------------|-----------------------|------------------|
| <input type="radio"/> | Green Team | <input type="radio"/> | Transport |
| <input type="radio"/> | Environmental Product or Service | <input type="radio"/> | Circular Economy |
| <input checked="" type="radio"/> | Innovation | <input type="radio"/> | Hydro Nation |

Information to support additional award category/categories application

This section is limited to 250 words (per category).

We feel that a number of initiatives we have introduced into the business are innovative and this has been driven by the desire to reduce our carbon footprint and to reduce costs. Some of these initiatives are identified within our application.

One specific innovation we wanted to highlight was a smart phone app. We received funding from the Technology Strategy Board which was used to allow a group of students from a local University to create a smart phone app for the business. This was launched in June 2015. The app tells customers about nutritional values, daily specials, seasonal produce, sustainable policies, food miles and provenance of produce, showcasing the ethical side of the business. Details of our green initiatives and our progress are included in the café menus

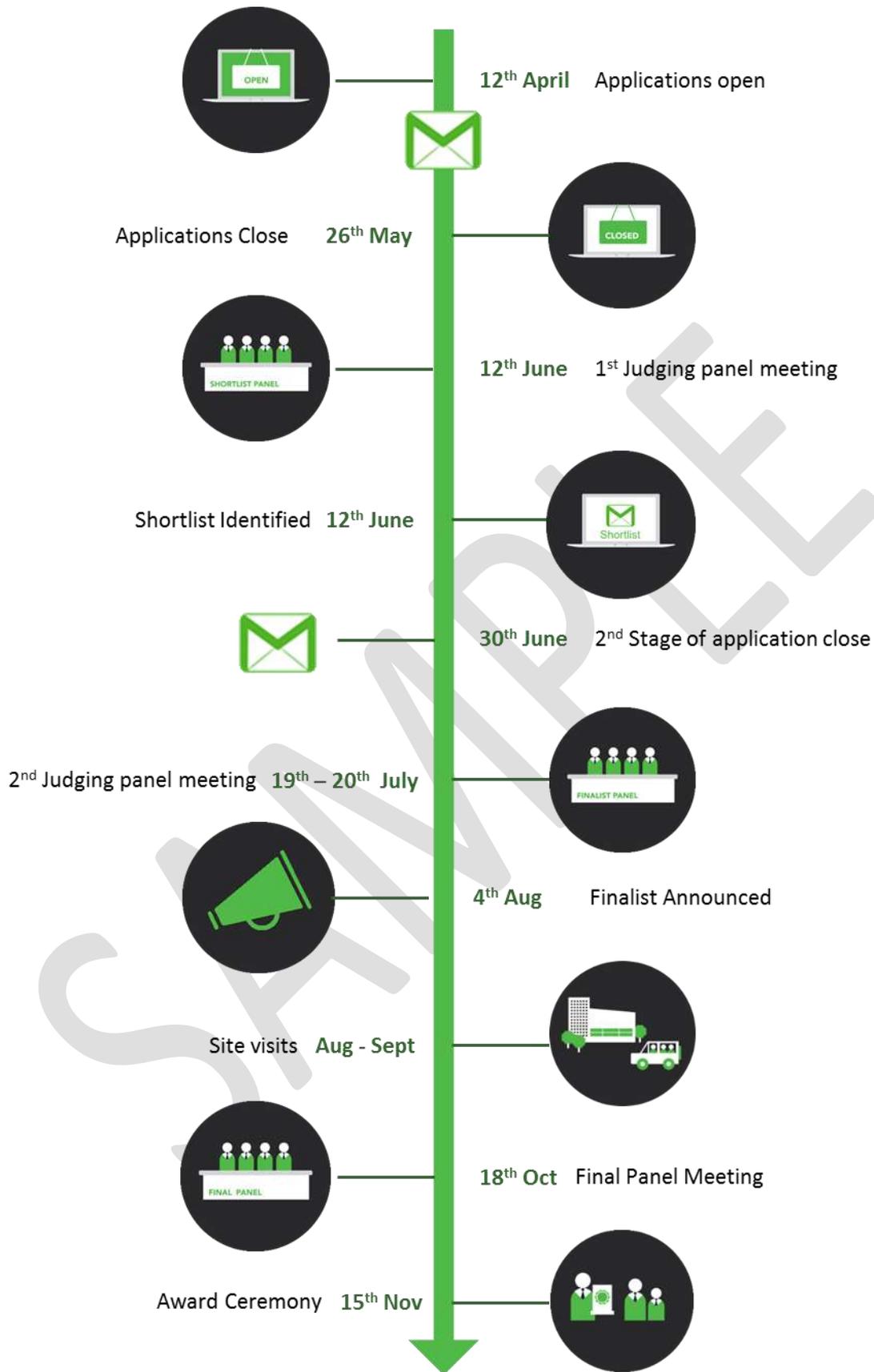
We can monitor the number of apps that have been downloaded from the app store and from this we can identify the traffic from the app to the website. This enables us to highlight what information customers are looking to access and what interests them. From this we have been able to target promotions and target specific customers.

Since launching the app we have increased traffic to our website by 35% and we have increased throughput to the restaurant by 25% resulting in a corresponding increase in profits.

We believe this achieves environmental and social benefits by providing information around food provenance and supporting and promoting local food suppliers to the public. This also provided local students with work experience and application of creativity for their course work.

4. What next?

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All the forms we receive will be assessed, and those which can demonstrate how they have achieved environmental, social and economic benefits and have reached the appropriate standard will be shortlisted and invited to provide further information.

This information will be reviewed and those businesses that can demonstrate the commitment and impact of sustainability on your business will be placed on 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.

If your company has previously applied for or won a VIBES award, it is important that you can demonstrate continuous or additional improvement from the time of your previous application.

Please note we are limiting the shortlist to a **maximum of 10** per category and the finalists to a **maximum of 5** per category for 2017.

5. EBAE Awards

These awards act as a participating feeder scheme for the [European Business Awards for the Environment \(EBAE\)](#).

If you are successful with your VIBES entry we will provide you with further information on the EBAE. You can read more about the European awards by visiting their website at: <http://ec.europa.eu/environment/awards/index.html>.

AWARDS	
Are you happy for your application to be put forward as a potential UK entry for EBAE?	

6. Partners & Sponsors

Please note that by entering VIBES – Scottish Environment Business Awards you agree to share the information you provide with the partner organisations for judging purposes.

We may ask partner organisations for additional information e.g compliance status. This information will only be used to help assess your suitability as a VIBES – Scottish Environment Business Awards 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.

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

Partner organisations, sponsors and supporting organisations may contact you with further information that they consider may be appropriate to help you with further environmental improvements. Please indicate if you do not want to receive this information.

Please mark if you do not wish to receive information from partner organisations.	<input type="checkbox"/>
Please mark if you do not wish to receive information from sponsor organisations.	<input type="checkbox"/>
Please mark if you do not wish to receive information from supporting organisations.	<input type="checkbox"/>

Have you had contact with any of the VIBES – Scottish Environment Business Awards partners in the past?	
If 'yes', please elaborate.	

7. Submission Details

Forms can be downloaded as a Word document from www.vibes.org.uk, completed electronically and submitted via e-mail to vibes@sepa.org.uk.

We encourage email entries, although you may prefer to complete forms manually. Please endeavour to write as clearly as possible and send paper copies to the address at the back of the form.

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). Then electronically submit this to us at the email address below.

Email Submission

vibes@SEPA.org.uk

Further Assistance

Help Desk 0300 0996699

vibes@sepa.org.uk

www.vibes.org.uk

Scottish Environment Protection Agency

VIBES Awards

Burnbrae

Mossilee Road

Galashiels

TD1 1NF

Good luck from the whole team!