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# MANAGEMENT AWARD

# APPLICATION FORM

2018

Contents

[1. General Information 2](#_Toc507576624)

[2. Entry Form 4](#_Toc507576625)

[3. Special Award - Adaptation 7](#_Toc507576626)

[4. Additional Award Categories 8](#_Toc507576628)

[5. What next? 9](#_Toc507576629)

[6. EBAE Awards 11](#_Toc507576630)

[7. Partners & Sponsors 11](#_Toc507576631)

[8. Submission Details 13](#_Toc507576632)

# General Information

Welcome to the VIBES – Scottish Environment Business Awards 2018. 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” (Bruntland 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, climate risk management 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.

Please note, in addition to applying for this award, there is an opportunity to win a special award for adaptation to climate change through adding some additional information to this form.

**Has your business taken action to identify and manage climate related risks? Or developed products and services that will help society adapt? If so then apply for the Special award for adaptation.**

**About adapting to climate change**

Adapting to climate change includes:

* Being aware of how changes in climate will affect your business and taking action to manage risks and adapt.
* Developing products and services that will help society to adapt, or those that become viable as our climate changes.

**How is the climate changing?**

Over the last few decades Scotland’s climate has warmed, sea-levels have risen, rainfall patterns have changed and we have been impacted by more extreme weather events. Efforts to reduce greenhouse gas emissions will limit the amount of future climate change but we cannot stop the changes that have already begun. Past and present day emissions mean that changes in Scotland’s climate will continue and increase in the decades ahead with serious implications for business.

**What do these changes mean for businesses?**

Increased damage to premises, disruption and volatility in supply chains and business continuity issues are all likely to increase as the impacts of climate change increase. Planning for these challenges should be included in business planning today.

Changes in climate are also increasing demand for products and services that help society increase resilience and adapt, as well as creating or enhancing other market opportunities. Business will lead the way in developing these products and services.

**Take a look at** [**Climate Ready Business guidance**](http://www.adaptationscotland.org.uk/application/files/5315/1542/7366/Climate_Ready_Business_Guidance_002.pdf) **to find out more about adapting to climate change.**

# Entry Form

|  |  |
| --- | --- |
| Company Name |  |
| Candidate site\*(location for site visit judging) |  |
| Number of sites\* |  |
| Number of employees at site\* |  |
| Is your company part of a larger group?\* |  |
| If yes, please provide the name of the larger group\* |  |
| Number of employees in group\* |  |
| Are you classed as a small to medium sized enterprise (SME)?\*\* |  |
| Have you applied for a VIBES award previously? |  |
| What is your industry SIC code? |  |
| If ‘yes’, when and which award(s)? |  |
| Where did you hear about the VIBES – Scottish Environment Business Awards? |  |

\* These boxes must be completed

\*\* 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. |
|  |

|  |
| --- |
| CONTACT INFORMATION |
| Site Contact\* |  |
| Job Title\* |  |
| Telephone Number\* |  |
| Email Address\*  |  |
| Website\* |  |
| Correspondence Address Including Postcode\* |  |

\* These boxes must be completed

|  |
| --- |
| 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. |
|  |

# Special Award - Adaptation

Please complete if you wish to be considered for a special award for adaptation.

This Special award recognises businesses and partnerships that are taking a proactive approach to managing climate risks and/ or developing products and services that are enabling society to adapt. This could be through:

* Completing climate risk assessments for different business functions/ locations
* Implementing actions to adapt – this could include awareness raising and capacity building as well as delivering ‘on the ground’ actions
* Working with industry bodies to assess and manage risks that affect business sectors
* Developing innovative products and services that are enabling clients to assess and manage climate risks
* Developing innovative products and services that support adaptation action
* Assessing and driving adaptation through supply chains

|  |
| --- |
| Adaptation |
| Please explain * How you are managing and developing your business to adapt to climate change.

This section is limited to 250 words. |
|  |

# 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.

|  |  |  |  |
| --- | --- | --- | --- |
|  | Green Team |  | Sustainable and Active Travel |
|  | Environmental Product or Service  |  | Circular Economy |
|  | Innovation |  | Hydro Nation Water Innovation |

|  |
| --- |
|  |
| Information to support additional award category/categories applicationThis section is limited to 250 words (per category). |
|  |

# What next?



All the forms we receive will be assessed, and the 10 entrants that 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 top 5 will be 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 2018.

# 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?** |  |

# 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

The Awards are supported by:

* CBI Scotland
* Institute of Directors
* Bright Green Business
* Federation of Small Businesses
* Quality Scotland
* SCDI

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 agree to receive this information.

|  |  |
| --- | --- |
| Please mark if you **agree** to receive information from partner organisations. | ☐ |
| Please mark if you **agree** to receive information from sponsor organisations. | ☐ |
| Please mark if you **agree** to receive information from supporting organisations. | ☐ |

To maximise promotional opportunities your application will be shared with our PR contractor, BIG Partnership, who will be in touch with you for approval, should they wish to use any content from your entry in the media. This will result in press coverage for your business. Please tick box to agree to this.

|  |  |
| --- | --- |
| Please mark if you **agree** to share your application with our PR contractor under conditions above. | ☐ |

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

# 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.

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.

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

Applications must be submitted before 5pm on 27th April 2018.

Email Submission

vibes@SEPA.org.uk

**Further Assistance**

Help Desk 0300 0996699

vibes@sepa.org.uk

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

Scottish Environment Protection Agency

VIBES Awards

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Good luck from the whole team!