

Good Practice – Submission Form 2020

Guidance



1. General Information

The VIBES – Scottish Environment Business Awards recognise businesses in Scotland which are taking the lead in the transition to a net zero emissions economy or are successfully tackling other environmental challenges.

The competition demonstrates that best environmental practice is also good for business, the economy and competitiveness, and that it benefits the area in which we work, live and relax. VIBES rewards those who have addressed sustainable development issues in the work place and inspire others to follow their example.

2. Eligibility

Submissions are invited from any Scottish-based business, which contributes to the sustainable development of Scotland. For the purposes of the VIBES awards, businesses include private sector businesses, social enterprises and community businesses.

3. How to send us your submission

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 before 5pm on Friday 30th October 2020.

Should you have any accessibility issues with this, please contact us via email to vibes@sepa.org.uk or phone 03000 99 66 99.

4. Submission content

4.1 Candidate Profile

Most of the questions in section 1 of the form are self-explanatory. The following notes may however be useful in clarifying the purpose of some of the questions:

Business / organisation name – Please provide the name you wish to be referred to in any promotional materials or on a certificate of good practice.

SME – the definition of an SME is a business with fewer than 250 employees, and a turnover of less than €50 million. If the applicant is part of a larger group, the number of employees and turnover relates to the whole group.

Contact terms – One of the many benefits of VIBES is that we can introduce applicants to support and other services provided by VIBES partners and supporters. Some questions have

been included in this section to give us the appropriate data protection consents to share your contact details with these partners and supporters. *A list of VIBES partners and supporters is provided in section 5 below.*

4.2 Submission

The information provided in section 2 of the form will enable a panel of judges to select the best case studies to promote.

Business description - this text will be used to describe the business in any VIBES promotional materials/activities. It may therefore need to be approved by your marketing and communications colleagues.

Your response should include why you think your actions make a good case study and back this up with highlights of important facts and figures relating to your business or project:

- Be clear, concise and engaging e.g. bullet points might be helpful.
- Ensure all relevant information is contained within the text of your answer.
- If using technical terms, please explain this clearly for the judges, particularly when using acronyms.
- Provide any relevant quantitative data per unit to enable an objective assessment to be made.

Where possible you should demonstrate the related economic benefit of your actions.

4.3 Press and Media

Media consent – In order to maximise the impact of VIBES, we will undertake a range of media activities. Some of these activities will be undertaken by VIBES partners' marketing and communications staff, and some by a specialist PR contractor.

5. Further information

We hope that this guidance note helps in the completion of your form.

Please note that by sending us your submission you agree to share the information you provide with the partner organisations, this will only be used for selecting best case studies. The partner organisations are:

- Energy Saving Trust
- Highlands and Islands Enterprise
- Scottish Environment Protection Agency
- Scottish Enterprise
- Scottish Water
- Scottish Government
- Scottish Natural Heritage
- Zero Waste Scotland.

VIBES is supported by:

- CBI Scotland
- Institute of Directors
- Bright Green Business
- FSB Scotland
- SCDI
- Scotch Whisky Association.

We may ask the partner organisations for additional information. This information will only be used to help assess your suitability to be recognised by VIBES – Scottish Environment Business Awards.

We may contact you for additional information on your submission.

Case studies will be prepared of the best submissions. If a case study is prepared from your application, we will ask you to approve content before it is used to promote good practice more widely.

Further advice, support and assistance with the application form is available from the VIBES Awards Co-ordinator vibes@sepa.org.uk.

Thank you from the whole team!