



**All Categories**

**General Guidance Note**

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.*

If you are submitting an application for VIBES Awards, you should apply the following general conditions.

## 2. Who Can Apply

VIBES Awards are open to any\* Scottish based business, including social enterprises that contribute to the sustainable development of Scotland. Registered charities are not eligible to apply for a VIBES Award.

Please note the **Green Team Award** is an exception to this and is open to all public and private sector organisations including charities.

A **Business** is defined as:

The activity of buying and selling goods and services. A company that buys and sells goods and services as a means of livelihood or profit. The company must be registered with companies house.

**Social Enterprise** <http://www.socialenterprise.org.uk/about/about-social-enterprise>

A Social Enterprise makes money from selling goods and services in the open market, but they reinvest their profits back into the business or the local community.

All businesses have some impact on the environment, either directly or indirectly, that can be reduced whilst also improving their performance

If you have taken an effective approach to environmental improvement and sustainable development, either across the whole of your business or by focussing on only one of your activities or services, you could be eligible for a VIBES Award.

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 previous application.

\*Current partners and sponsors of the VIBES Awards are not eligible to enter.



### 3. How to Apply

Forms can be downloaded as a Word document from [www.vibes.org.uk](http://www.vibes.org.uk), completed electronically and submitted via e-mail to [vibes@sepa.org.uk](mailto: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.

Should you reach the list of finalists, our judges will visit your site. This must be based in Scotland. If you are a business with multiple sites, note that each application form must be site specific. Businesses with more than one site are welcome to make more than one site based application.

Where possible, each application should focus on actions and achievements over the past three years.

### 4. When to apply

The VIBES Awards are open for applications from 10:00 (GMT) on 21st April 2016 until 17:00 (GMT) on 30th June 2016.

### 5. The Application Form

The application form is designed to draw out information particular to this award category and to enable the judging panel to assess your application.

Those applications scoring highest in the assessment will be recognised as finalists.

Please note we are limiting the finalists to a **maximum of 5** per category.

Limit the information in each criterion to **250 words** (or as detailed in the application form):

- Be concise
- Use bullet points where possible
- Provide any relevant quantitative data to enable an objective assessment to be made, e.g. the amount of a raw material, energy or packaging saved
- Where possible you should demonstrate the related economic benefit of your actions, e.g. the monetary value of the raw material, energy or packaging saved.
- Sometimes a graph is better than text.



Please ensure that you answer all sections marked '\*' on the application form.

Make sure that the answers for each criterion are discrete and complete in themselves. The use of annexes (**maximum 3 allowed, with a total size below 1MB**) is intended for supporting information that cannot be put into the textual answer. This may apply particularly to photographs but not to details of performance. Summary data should be provided in the text, with more detailed information provided in the annex if you think this is necessary. Please note that judges may not have time to review your annexes during the initial assessment stage.

## 6. Company Details

### 6.1. Part a

This section asks information about the site or premises you are putting forward for the awards.

N.B. The address you provide should be for the site or premises you would like the judges to visit. If the site contact is not based at this location, please provide an alternative correspondence address.

Any business with 10 employees or less entering this award (and the other award categories) will also be considered for the best micro business award. No separate application is required.

The application form requires a description of the main business activities taking place at the site. This should state the focus of your business activity, the services or products you provide and your principal markets. Be clear and concise. This summary is limited to 100 words.

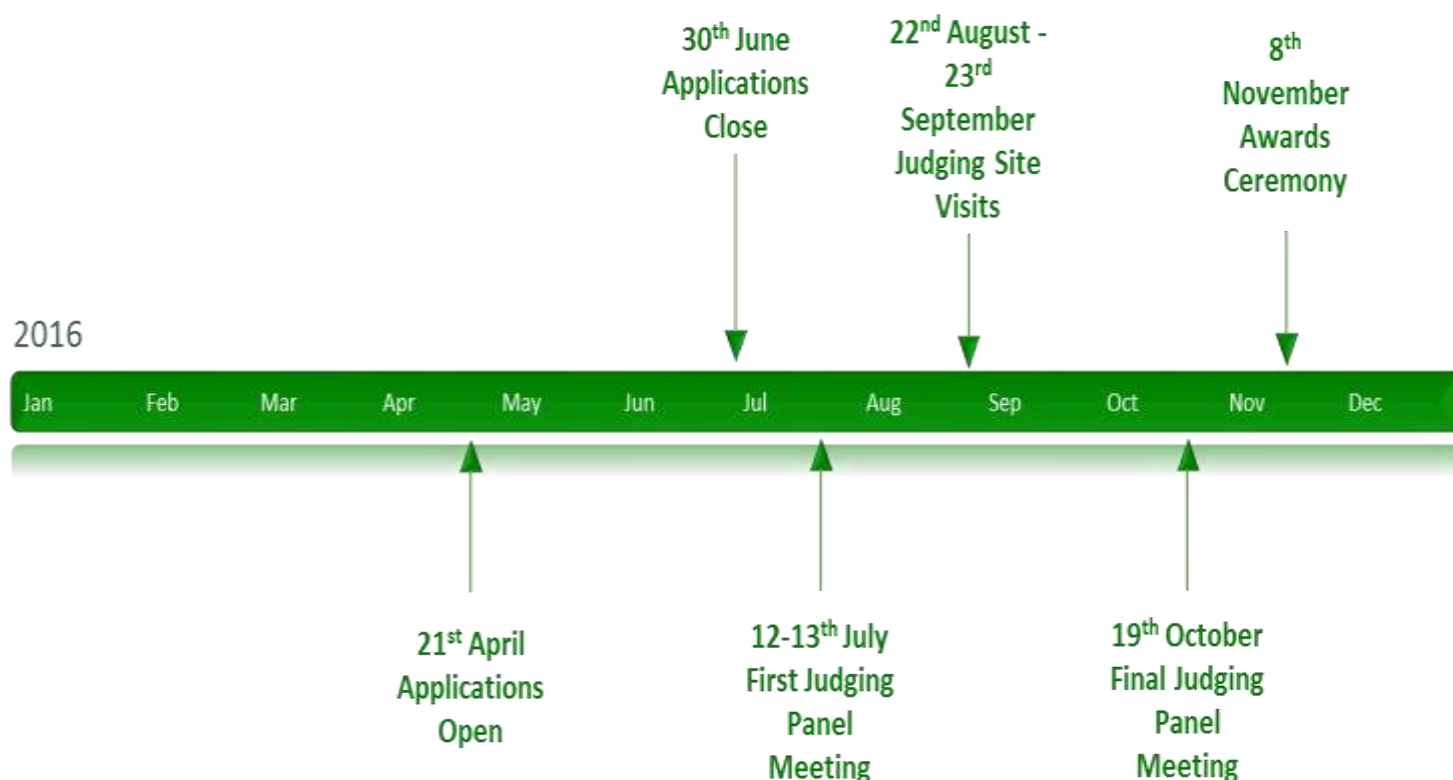
### 6.2. Part b

These awards act as a participating feeder scheme for the European Business Awards for the Environment. All winners have the option of going forward to be assessed as potential UK entries to these awards. Please indicate your interest in doing so.

Please note where you heard about the VIBES Awards.



## 7. Key Dates



## 8. Good Practice Summary

Further points to consider before submitting the application:

- The Executive Summary of your entry is of vital importance – make sure this is clear, concise and engaging.
- Check all spelling and punctuation
- Tailor the information you have to the questions
- Do not use annexes as an alternative to writing an answer in the space provided. Ensure all relevant information is contained within the text of your answer
- If using technical jargon please explain this clearly for the judges, particularly when using acronyms
- Make sure your entry addresses each of the criteria directly, avoid repetition.
- Quantification in tables, graphs and other pictorial diagrams can often be more powerful than an extensive written description.

The commercial value of the entry needs to be clearly shown.



## 9. 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 :- 03000 99 66 99

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!