**VIBES**

**AWARDS**

**2015**

VISION IN BUSINESS FOR THE ENVIRONMENT OF SCOTLAND

**CO-OPERATION AWARD**

**APPLICATION FORM**

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**Please read the guidance notes provided on the VIBES Website** [**www.vibes.org.uk**](http://www.vibes.org.uk) **before completing the sections below.**

**How does it work?**

The VIBES (Vision in Business for the Environment of Scotland) Awards aim to raise awareness of environmental and sustainable development1 issues within businesses in Scotland.

**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 competition emphasises that best environmental practice is not only good for business, the economy and competitiveness but also benefits the surroundings in which we work, live and relax. It will reward those who have addressed sustainable development issues in the work place and encourage others to follow their example.

The Co-operation Award is for businesses working in partnership with another company or organisations in the public, private or voluntary sector for environmental and financial gain. Please note that the application must come from a business.

The Co-operation Award recognises organisations with the strategic vision to recognise that working in partnership can improve its overall contribution to sustainable development. The business co-operation should be effectively planned and adequately resourced to achieve its stated goals; these might include;

* Transfer or sharing of knowledge or technology or a management system;
* Environmental protection or enhancement
* Improving product or service delivery
* Community development
* Improving working conditions.

A successful application will be able to show how working in partnership enables:

* Improved environmental performance e.g.through resource efficiency, staff and supply chain engagement etc.
* associated economic and social benefits such as providing local employment opportunities and engaging with local schools, colleges, charities etc.

The application form can be downloaded as a word version 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 entries to be made via e-mail whenever possible** alternatively it can be typed or completed in clear handwriting and sent to the address at the back of the form.

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.

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.

Please note we are limiting the finalists to a **maximum of 5** per category for 2015.

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| **01.1 Basic information** | | |
| Lead Company Name \* | | |
| Proposed Candidate site \* | | |
| Number of company sites\* |  | |
| Is your Company part of a larger group?\* | Yes | No |
| If yes to the above please provide name of the group\* |  | |
| Are you classed as a small to medium sized enterprise (SME)\*\* | Yes | No |
| Number of Employees at site \* |  | |
| Number of Employees in group \* |  | |
| \*This information must be completed for a successful application | | |
| \*\* Definition of SME = Less than 250 employees | | |

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| **01.2 Main Business Activities**  **for Lead Partner Organisation and Candidate site** | Judges use only |
| Please describe briefly the main business activities of the Lead Partner and the activities at the Candidate Site.  This should state your main business activity, the services or products you provide and your principal markets. This summary is limited to **100** words  Please identify word count in this box |
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| **01.3 Contact Information**  **for Lead Partner Organisation and Candidate Site.** | |
| Site contact \* | |
| Job title \* | |
| Telephone number \* \* |  |
| Email address \* |  |
| Website \* |  |
| Correspondence address including postcode \* | |

**01.4 Partner Information.**

Please provide the following information for each Partner, (add further tables as necessary to include all your partners).

**Partner 1**

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| Organisation Name \* |
| Address \* |
| Nature of the organisation e.g. business, public sec­tor, charity, community group \* |
| Number of Employees\* |
| Main Business Activities of Organisation\* |
| Nature of Co-operation support provided to Candidate site\* |

**Partner 2**

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|  |
| Organisation Name \* |
| Address \* |
| Nature of the organisation e.g. business, public sec­tor, charity, community group \* |
| Number of Employees\* |
| Main Business Activities of Organisation\* |
| Nature of Co-operation support provided to Candidate site\* |

**Partner 3**

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|  |
| Organisation Name \* |
| Address \* |
| Nature of the organisation e.g. business, public sec­tor, charity, community group \* |
| Number of Employees\* |
| Main Business Activities of Organisation\* |
| Nature of Co-operation support provided to Candidate site\* |

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 also read more about the European awards by visiting their website at:[www.ec.europe.eu/environment/awards](http://www.ec.europe.eu/environment/awards)

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| **01.5 EUROPEAN AWARDS** | |
| Are you happy for your application to be put forward as a potential UK entry? | |
| Yes | No |
| Have you applied for a VIBES award previously? If so – when. | |
| Where did you hear about the VIBES Awards? | |
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Please note that by entering VIBES you agree to share the information you provide with the partner organisations for judging purposes.

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

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 impress the judges. Once you have approved the content of the case study this will be used to promote good practice more widely.

Partner organisations, sponsors and supporting organisations may contact you with further information that they consider may be appropriate. Please indicate if you do not want to receive this information. An updated list of sponsors can be found on the VIBES website www.vibes.org.uk

Sponsor Organisations: Scottish Power

Brandrex

Pernod Ricard

Zero Waste Scotland

The Scottish Government

The University of Stirling Management School

EMEC

Supporting Organisations: Bright Green Business

Federation of Small Businesses

Institute of Directors

CBI Scotland

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| Please tick if you do not wish to receive information from partner organisations |  |
| Please tick if you do not wish to receive information from sponsors organisations |  |
| Please tick if you do not wish to receive information from supporting organisations |  |

**PART 2 – JUDGING CRITERIA**

We would like you to provide information on your company’s commitment to improving environmental performance, including actions and achievements. To help us assess your entry please supply details against the following criteria **(see guidance notes section 6 for further information).**

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| **02.0 Executive Summary** | Judges’ use only |
| Please explain why you are applying for this award outlining what you have done, what you have achieved, innovations, originality and inspiration for the changes.  This summary is limited to **500** words  Please identify word count in this box |
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| **02.1 CRITERIA**  Please identify word count in this box | **Commitment (250 words max)**  *The principles of the partnership must be consistent with the principles of sustainable development.* | Judges’ Use Only |
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| **02.2 CRITERIA**  Please identify word count in this box | **Planning and Resource Allocation (250 words max)**  *The coordination must be thoroughly planned and must allocate sufficient human and financial resources from all parties to enable it to work effectively towards its objectives.* |  |
|  | |
| **02.3 CRITERIA**  Please identify word count in this box | **Environmental Benefit (250 words max)**  *There must be a demonstration that co-operation brings continuous environmental improvement and results in improvement against the partnerships stated objectives, as demonstrated by regular monitoring and reporting.*  **Please provide environmental data for 3 years if possible, and be sure to include the correct units where applicable** | Judges’ Use Only |
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| **02.4 CRITERIA**  Please identify word count in this box | **Social Benefit (250 words max)**  *The Co-operation between organisations should meet the needs of consumers, staff, and communities and bring wider social benefits.* | Judges’ use only |
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| **02.5 CRITERIA**  Please identify word count in this box | **Economic Benefit (250 words max)**  *Proof must be provided to demonstrate that the co-operation is economically viable and benefits are distributed in a fair and transparent way.*  **Please ensure that economic benefit data provided relates specifically to the environmental benefit data provided in the previous section.**  **Please provide data for three years if possible** | Judges’ Use only |
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| **02.6 CRITERIA**  Please identify word count in this box | **Best Practice (250 words max)**  *There must be clear potential for good practice to be shared with other organisations or partnerships (e.g. through involvement in business networks, dissemination at conferences).* | Judges use only |
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| **03.0 PARTNERS & SPONSORS** |
| Have you had contact with any of the VIBES Awards partners in the past? (If so, please state) |
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| Are you happy to be contacted by the VIBES partners and sponsors in the future to offer more advice? (If so, please state) |
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| * **- 04.0 SUBMISSION DETAILS** |
| 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 your application to us at the email address below. |
| **Email Submission**  vibes@SEPA.org.uk |
| **Further Assistance**  T/01896 754797  vibes@sepa.org.uk  www.vibes.org.uk  Scottish Environment Protection Agency  VIBES Awards  Burnbrae  Mossilee Road  Galashiels  TD1 1NF |
| **VIBES is a partnership between**  - Energy Saving Trust  Highlands and Islands Enterprise  Scottish Environment Protection Agency  Scottish Enterprise  Scottish Water  Scottish Government  Zero Waste Scotland  2020 Climate Group  **VIBES is supported by**  CBI Scotland  Institute of Directors  Bright Green Business  FSB |
| Good luck from the whole team! |