**VIBES**

**AWARDS**

**2015**

VISION IN BUSINESS FOR THE ENVIRONMENT OF SCOTLAND

**BEST ENVIRONMENTAL PRODUCT OR SERVICE AWARD**

**APPLICATION FORM**

**CONTENT**

**01.0 Basic Information**

**Main Business Activity**

**01.1 Contact Information**

**01.2 European Awards**

**02.0 Judging Criteria**

**Executive Summary**

**02.1 Commitment**

**02.2 Innovation**

**02.3 Environmental Benefit**

**02.4 Economic Benefit**

**02.5 Social Benefit**

**02.6 Sharing Best Practice**

**03.0 Partners & Sponsors**

**04.0 Submission Details**

**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 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.

The **Environmental Product or Service Award** recognises businesses that have developed, or are developing, a product or service that brings environmental and business benefits. This category highlights the ability of products and services to promote sustainable consumption, reduce environmental impacts and create new business opportunities

Entrants should have considered the entire environmental lifecycle of their product or service, i.e. material extraction, production, distribution, use and disposal.

The product or service may be a new or modified design, or the innovative application of an existing one, that promotes more sustainable patterns of production and consumption. Entrants’ product or service may have already been developed and in the marketplace, or it may still be in the development stage.

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 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.

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 judges’ 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 finalists to a **maximum of 5** per category for 2015.

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| **01.0 Basic Information** | |
| Company name\* | Click here to enter text. |
| Candidate site\* | Click here to enter text. |
| Number of sites\* | Choose an item. |
| Number of employees at site\* | Choose an item. |
| Is your company part of a larger group?\* | Yes/No |
| If yes, please provide the name of the larger group.\* | Click here to enter text. |
| Number of employees in group\* | Choose an item. |
| Are you classed as a small to medium sized enterprise (SME)?\*\* | Yes/No |

\* This information must be completed for a successful application

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

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| **Main Business Activities** | Judges’ use only |
| 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. |
| Click here to enter text. |

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| **01.1 Contact Information** | |
| Site contact\* | Click here to enter text. |
| Job title\* | Click here to enter text. |
| Telephone number\* | Click here to enter text. |
| Email address\* | Click here to enter text. |
| Website\* | Click here to enter text. |
| Correspondence address including postcode\* | Click here to enter text. |

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>.

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| **01.2 Awards** | |
| Are you happy for your application to be put forward as a potential UK entry for EBAE? | Yes/No |
| Have you applied for a VIBES award previously? | Yes/No |
| If ‘yes’, when and which award(s)? | Click here to enter text. |
| Where did you hear about the VIBES Awards? | Choose an item. |
| If other, please specify. | Click here to enter text. |

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 Savings Trust; Highlands and Islands Enterprise; Scottish Environment Protection Agency; Scottish Enterprise; Scottish Water; Scottish Government; Zero Waste Scotland; 2020 Climate Group

We may ask 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.

Sponsor Organisations: Brand-Rex

Scottish Power

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

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.

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| Please mark if you **do not** wish to receive information from partner organisations. |  |
| Please mark if you **do not** wish to receive information from sponsor organisations. |  |
| Please mark 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. |
| Click here to enter text. |

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| **02.1 CRITERIA**  Please identify word count in this box | **Commitment (250 words max)**  *Senior management must be clearly committed to the development and marketing of the product or service. The importance in the context of the organisations overall strategy must be clear* | Judges’ use only |
| Click here to enter text. | |
| **02.2**  **CRITERIA**  Please identify word count in this box | **Innovation (250 words max)**  *Innovation in the product or service must bring improvements in environmental performance over comparable alternatives and promote more eco-efficient production* | Judges’ use only |
| Click here to enter text. | |

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| **02.3 CRITERIA**  **Please identify word count in this box** | **Environmental Benefit (250 words max)**  Clear and quantifiable analysis must demonstrate reduced environmental impact over the complete life-cycle of the service or product, i.e. taking into account procurement, production, distribution and disposal.  **Please provide environmental data for 3 years, if possible, and be sure to include the correct units where applicable.** | Judges’ use only |
| Click here to enter text. | |
| **02.4 CRITERIA**  Please identify word count in this box | **Economic Benefit (250 words max)**  *Evidence must demonstrate that the new product/ service is economically viable.*  **Please ensure that any economic data provided relates specifically to the environmental benefit data provided in the above section.**  **Please provide data for three years if possible.** | Judges’ use only |
| Click here to enter text. | |
| **02.5 CRITERIA**  Please identify word count in this box | **Social Benefit (250 words max)**  The product/service should meet the needs of consumers, staff, and communities and bring wider social benefits. | Judges’ use only |
| Click here to enter text. | |

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| **02.6 CRITERIA**  Please identify word count in this box | **Sharing Best Practice (250 words max)**  *There must be clear potential for good practice and innovation to be replicated elsewhere, and a willingness to encourage replication, e.g. through involvement in business networks, dissemination at conferences.* | Judges use only |
| Click here to enter text. | |

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| **03 Partners & Sponsors** | |
| Have you had contact with any of the VIBES Awards partners in the past? | Yes/No |
| If ‘yes’, please elaborate. | Click here to enter text. |
| Are you happy for VIBES partners and sponsors to contact you in the future to offer advice/support? | Yes/No |

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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](mailto: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! |