**VIBES**

**AWARDS**

**2015**

VISION IN BUSINESS FOR THE ENVIRONMENT OF SCOTLAND

**MANAGEMENT AWARD**

**APPLICATION FORM**

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Please read the guidance notes provided in the appendix of this application form before completing the sections below. Additional copies of the form can be obtained from the VIBES website - [www.vibes.org.uk](http://www.vibes.org.uk)

**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 **Management Award** recognises businesses with the strategic vision and management systems that enable them to continuously improve their contribution to Scotland’s sustainable development.

A business with a successful application will be able to demonstrate management systems that:

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

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.

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)**  *The corporate mission and policy statements (including any environmental policies) must be consistent with the principles of sustainable development.* | Judges’ Use Only |
|  | Click here to enter text. |  |

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| **02.2 CRITERIA**  Please identify word count in this box | **Integration (250 words max)**  *The identification of clear objectives and targets for environmental and social improvement alongside financial performance targets demonstrates the integration of sustainability within the overall business* | Judges’ Use Only |
|  | Click here to enter text. |  |

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| **02.3 CRITERIA**  Please identify word count in this box | **Achievements in Sustainable Development (350 words max)**  *There must be a demonstration that continuous performance improvement results in environmental, economic and social benefit against the organisation’s stated objectives, as demonstrated by regular monitoring and reporting.* | Judges’ Use Only |
| Environmental Benefit | Click here to enter text. |
| Economic Benefit  *(Please ensure that economic benefit data relates specifically to the environmental benefit data provided in the previous section.)* | Click here to enter text. |
| Social Benefit | Click here to enter text. |

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| **02.4 CRITERIA**  Please identify word count in this box | **Accountability / External Communication (250 words max)**  *There must be regular discussions with stakeholders (employees, suppliers, customers, local community, non-governmental organisations, etc.) with feedback of the results into management decision-making.* | Judges’ use only |
| Click here to enter text. | |

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| **02.5 CRITERIA**  Please identify word count in this box | **Employee Involvement (250 words max)**  *Employees must be closely involved in all aspects of environmental management, understand the company ethos and how this applies to them.* | Judges’ Use only |
| Click here to enter text. | |

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| **02.6 CRITERIA**  Please identify word count in this box | **Replication Activity (250 words max)**  *There must be clear potential for good practice to be shared with other organisations (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 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 this to us at the email address below. |
| **Email Submission**  [vibes@SEPA.org.uk](mailto:vibes@SEPA.org.uk) |
| **Further Assistance**  01896 754797  vibes@sepa.org.uk  [www.vibes.org.uk](http://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  Federation of Small Businesses  Bright Green Business |

Good luck from the whole team!