**VIBES**

**AWARDS**

**2015**

VISION IN BUSINESS FOR THE ENVIRONMENT OF SCOTLAND

**TRANSPORT AWARD**

**APPLICATION FORM**

**CONTENT**

 **01.0 Basic Information**

 **01.1 Contact Information**

 **01.2 European Awards**

 **02.0 Judging Criteria**

 **Main Business Activity**

 **Executive Summary**

 **02.1 Innovation**

 **02.2 Environmental Benefit**

 **02.3 Social Benefit**

**02.4 Economic Benefit**

 **02.5 Commitment**

 **02.6 Replication Activity**

 **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 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 Transport award recognises businesses that have achieved a significant, measurable reduction in their environmental impact through the introduction of sustainable transport practices.

This could include all types of businesses that use vehicles in their day to day operations. The organisation should be able to demonstrate a reduction in transport-related fuel consumption and consequent CO2 emissions. This could be through:

* Introducing a fuel efficient driving programme,
* Purchasing electric or fuel efficient vehicles,
* Fitting vehicles with telematics,
* Setting up a cycle to work scheme,
* Encouraging walking and public transport, installing technology that reduces the need to travel, such as conference call systems.
* Any other initiatives that have been implemented to reduce your transport impact on the environment.

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

**We encourage email entries but** 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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| **01.0 Basic information** |
| Company Name \* |
| 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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| **Main Business Activities** | Judges’ use only |
| Please describe briefly the main business activities taking place at the siteThis should state your main business activity, the services or products you provide and your principal markets. This summary is limited to **100** wordsPlease identify word count in this box |
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| **01.1 Contact Information** |
| Site contact \* |
| Job title \* |
| Telephone number \* \* |  |
| Email address \* |  |
| Website \* |  |
| Correspondence address including postcode \* |

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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| **01.2 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 only.

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 impressed the judges. Once you have approved the content of the case study it 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

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** wordsPlease identify word count in this box |
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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 implementation of the sustainable transport practices. The importance in the context of the organisations overall strategy must be clear.* | Judges’ Use Only |
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| **02.2 CRITERIA**Please identify word count in this box | **Innovation (250 words max)***Innovation in the introduction of sustainable transport practices must bring improvements in environmental performance over comparable alternatives and promote more eco-efficient practices* | Judges’ Use Only |
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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 the reduced environmental impacts of the sustainable transport practices and how environmental monitoring is used to inform development of the policy.***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 *sustainable transport practices* 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 introduction of sustainable transport practices is economically viable.***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 and innovation to be replicated elsewhere (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 754797vibes@sepa.org.ukwww.vibes.org.ukScottish Environment Protection AgencyVIBES AwardsBurnbraeMossilee RoadGalashielsTD1 1NF |
| **VIBES is a partnership between**- Energy Saving TrustHighlands and Islands EnterpriseScottish Environment Protection AgencyScottish EnterpriseScottish WaterScottish GovernmentZero Waste Scotland2020 Climate Group**VIBES is supported by**CBI ScotlandInstitute of DirectorsBright Green BusinessFSB |
| Good luck from the whole team! |