

ENTRY GUIDANCE

CATEGORY: Sustainability

Description

This award has been developed to recognise those that have done the most to improve overall environmental performance and enhance sustainability. This could have been achieved through efficiency savings in the use of raw materials, energy, water; the adoption of clean technologies; improved waste management and recycling; and/or more generally changing operational processes to increase environmental efficiency.

Examples include

- Addressed the environmental impact of waste and resources
- Promoted environmental awareness internally and externally
- Efficiency savings in use of raw materials
- Introducing a new waste management or recycling plan

Important Information

- Please ensure you take the time to read and adhere to the [terms and conditions](#) of entry
- Ensure sections are completed in full and financials are included where required.
- For assistance in navigating the online portal [click here](#)
- Please fill in the entry and contact information pages to the fullest – this information is used to contact you in relation to your entry and also used for the purpose of creating certificates and trophies and other awards related materials.
- **Question 3 Financial information – Information is optional for this category.**

Entry Guidance

The question guidance in this document is for use to support you in completing your entry. They are examples of what you may include in your entry but you should not limit your entry to only including these. For further assistance in telling your story contact the awards team.

For help with telling your story or navigating the portal - email awards@eef.org.uk or call 020 7654 1540.

Question 1: What did you set out to do and why?

Set the scene by telling us about your business and what you do. (650 word count)

- TIP – Don't use up your word count describing your business, the judges already know a lot by your entry information. Instead include that briefly and then move onto the nature of your project/ strategy/ change and why this was important to implement.
- Describe the strategy to reduce your impact on the environment while improving operational efficiency. This is your opportunity to show your vision to the judges.
- What particular environmental, business challenge or improvement opportunity was identified and why?
- How did this specific activity address your environmental and business needs, and fit with your overall business strategy?

Question 2: Project in Action

Describe how the project/ programme was implemented in your business. (1100 word count)

- TIP – this is the part of the entry form where you will spend most the time telling your story.
- Describe how your plans were implemented into your business.
- How were your plans implemented and managed? Include time frame, key milestones, approach and governance.
- Who was involved from the company, was there a dedicated team, what external support (if any) was called upon and what capital investment was required (if any)?
- Was technology used as part of, or to support, your plans? Expand on the implementation of technology.
- What unforeseen barriers did you encounter and how were these overcome?

3: Objectives and Results

a) What measures and targets were established at the outset to assess and monitor your success? And how have your plans met/ exceeded the measures which were set?

Please fill out the table below with the objectives set including specific targets, dates and what was ultimately achieved.

Objective 1 Word count: 0 / 20	Specific target 1 Word count: 0 / 20	Target delivery date 1 Word count: 0 / 3	Achievement 1 Word count: 0 / 20
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

- This is where you show the targets set for the strategy/ project discussed in question 2.
- TIP – the more measurable targets you can include the better the judges can understand what you were trying to achieve and how much you ultimately accomplished
- Objectives: this is the main objective you were looking to achieve
- Specific target: is the measurable target to set to achieve this goal
- Target delivery date: the date you set to achieve this target by
- Achievement: what was ultimately achieved – target achieved? Exceeded? Did you finish it early?

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b) Give us more insight to the results you have achieved and how they have benefited your company. (300 word count)

- How has the overall business benefitted?
- Any additional benefits accrued which were not foreseen in the original plan, such as customer retention, staff skills or a catalyst for further projects/plans?
- What customer or stakeholder feedback have you received?

c) Provide a summary of financials in the box below:
For this category, these figures are optional

c) Provide summary of financials

Please refer to your entry guidance to see if this is a mandatory field

Net profit

2014/15	2015/16	2016/17	2017/18
Word count: 0 / 2 <input type="text"/>	Word count: 0 / 2 <input type="text"/>	Word count: 0 / 2 <input type="text"/>	Word count: 0 / 2 <input type="text"/>

Turnover

2014/15	2015/16	2016/17	2017/18
Word count: 0 / 2 <input type="text"/>	Word count: 0 / 2 <input type="text"/>	Word count: 0 / 2 <input type="text"/>	Word count: 0 / 2 <input type="text"/>

- This information will be kept strictly confidential. All judges sign a NDA prior to viewing entries.
- This information is optional for this category. It is useful to include if the project has had an effect on the bottom line.
- In the relevant notes box below the table include any additional information you wish the judges to know. For example if you show a significant dip in profit it may be due to the capital investment you made.

Supporting documents

- TIP – this is your opportunity to show examples of your project, team, project plans and give a visual to the judges
- Please note there is a maximum of 5 items across 5 pages. ie - 1 photograph = 1 item; pdf document with 3 pages = 3 items.
- We cannot guarantee that the judges will view any additional items beyond this.
- Do not include any links to external websites – these will not be viewed.
- Please ensure you reference your supporting documents within your entry form in the relevant areas - you can name each file to make this easier for the judges to identify.

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