

## Sustainable City Awards 2019 - Notes for Applicants

*The Sustainable City Awards aims to recognise, reward and promote innovation, entrepreneurship and leadership in sustainability*



The UK's Foremost  
Sustainability  
Awards

### Key dates

- |                                     |                                      |
|-------------------------------------|--------------------------------------|
| - 23 <sup>rd</sup> January 2019     | Launch of awards                     |
| - <b>29<sup>th</sup> March 2019</b> | <b>Closing date for applications</b> |
| - April - May 2019                  | Judging                              |
| - July 2019 date tbc                | Awards Ceremony                      |

### Who can enter

The Sustainable City Awards are free to enter and open to all types of organisation. Whether you represent a multinational corporation or a community-run action group, we welcome your application. The Sustainable City Awards have been designed to allow all organisations, no matter where they are based, to compete on an equal basis.

### How to Apply

- 1) Before submitting your application, make sure it meets the category criteria. Please keep your entry as concise as possible.
- 2) Applications should be focused on the category of award that you feel best enables you to demonstrate real and measurable impact/value. If your organisation would like to showcase more than one initiative please submit separate application forms to the appropriate category or categories.

If you are thinking about applying but are uncertain about which category to apply for email [SustainableCityAwards@lsx.org.uk](mailto:SustainableCityAwards@lsx.org.uk) and we will be able to help you direct your application.

- 3) Please ensure that your entry is evidence based and provides full details as to the idea behind the initiative, your incentive for making a difference and measured results demonstrating the impact/value you have achieved particularly in the last two years.
- 4) When possible, you should **support your application with robust evidence showing the success and impact of your project**. Quantitative and qualitative results dating from the last 12 to 18 months will help the judges in their decisions.  
For example, if you have made great strides in reducing your energy consumption, we want to know exactly how much you have saved and how you did it. Was it with staff education, investment in equipment or through innovation and technology?  
The judges will take into account the size of your organisation and its scope for impact in order to ensure fairness when assessing the evidence you provide. They will also take into account any barriers or challenges you had to overcome. Data provided will help the judges in their decision so please ensure that facts stated can be verified.
- 5) The judges will be looking for **innovation, entrepreneurship and leadership in sustainability**. They will focus on the achievements of the project and relevant supporting information that makes you stand out from the crowd. The judges are not looking for perfection. We encourage applicants to use non-technical language and "speak from the heart". Make sure the application really embodies the passion and commitment of the individuals or teams involved.

- 6) Please limit your application to 6 pages in total including images and text which should be Arial font size 10 or larger. Please do not include 'corporate' material such as brochures.
- 7) Whilst we welcome photos and supporting information, please do not send annual reports or corporate publicity unless it is directly relevant to your application, as they will not be considered. You will need to include all the material that you feel really demonstrates the strengths of your initiative – the submission should be in PDF format and not exceed 6MB total file size. Do not include links as it will be the applicants' responsibility to bring winning themes to the judges' attention in the written/submitted material. Commercial confidentiality will be respected.

When you have completed your application please convert the document to PDF and attach it to an email to [SustainableCityAwards@lsx.org.uk](mailto:SustainableCityAwards@lsx.org.uk), including the name of the organisation and the category you are applying to in the email subject. Please note: files larger than 6MB will require the creation of a google drive account. In these instances please create a shareable link to the folder and email this link to [SustainableCityAwards@lsx.org.uk](mailto:SustainableCityAwards@lsx.org.uk). If you need help doing this please email [SustainableCityAwards@lsx.org.uk](mailto:SustainableCityAwards@lsx.org.uk) or call 02072349400.

### Judging process

Judging will take place from April onwards. Judging panels will be formed by the supporting organisations for each category. These panels will select a shortlist of five organisations from which the category winner and a highly commended entry will be chosen. An independent judging panel will be convened to select an overall winner for the Sustainable City Awards from the category winners and highly commended entrants.

The Judging criteria are available to download from the website. All applicants will be notified by e-mail whether or not they have been shortlisted in May. The judges' decisions are final.

### Winners

The announcement of the winning and highly commended entries for each category will take place at the high profile awards ceremony in July 2019 (the date will be announced in the coming weeks). Attendance on the night is strongly recommended, this is a great opportunity to meet other applicants and see a showcase of the rising stars from all areas of sustainability in the UK. Category winners will receive a trophy and shortlisted candidates will receive a certificate. All shortlisted applicants will be invited, and may bring two additional guests.

### Overall Winners

- **An Overall Winner 2019** will also be declared. This winner will be a **non-commercial organisation**, drawn from applicants any of the five categories. The overall winner will receive the Sustainable City Awards Trophy.
- **The Sir Peter Parker Award may also be awarded to one or more commercial organisation.** This is subject to the decision by the Sir Peter Parker Award judging panel who will review applications made to all five categories. The coveted Sir Peter Parker award is given to the business(es) which best demonstrates leadership in sustainability. So if your organisation is a business and you want to be considered for the award, please make sure you take a look at the separate set of criteria for this award available to download from the webpage. A certificate is awarded to the winner(s).

## Contact Us

If you have any queries regarding the Sustainable City Awards please contact us by e-mail [SustainableCityAwards@lsx.org.uk](mailto:SustainableCityAwards@lsx.org.uk), or by telephone on **0207 2349 400**.