CPA MEMBERS’ PROJECT AWARDS 2024

Use this form to submit your award application for the Project Award 2024. All projects must have been completed between 1st September 2023- 08th September 2024. The nomination can be self-nominated. Please note that the names and imagery submitted as part of this nomination will be used on all marketing and promotional activities involved with the awards. Please send a high-resolution company logo along with your application.

Read the form carefully, try to complete all the relevant sections and use the tick boxes to confirm documents sent to support your application.

**CHECKLIST OF ITEMS TO INCLUDE (please tick to indicate enclosures used to support application):**

**Essential items to include are:**

* photographs (before, during and after, please make sure all images meet health & safety requirements, e.g. PPE)
* evidence of health & safety practices, onsite training, can include graphs, spreadsheets, matrix
* evidence of sustainable management systems implemented, can include graphs, spreadsheets
* testimonial from the client

**Optional items to include are:**

* case studies
* press releases
* drawings
* references from third parties
* video clips (note re H&S in photographs also applies here)
* product literature (if applicable)
* other (please detail):

|  |
| --- |
| COMPANY: |
| PROJECT NAME/LOCATION: |
| DATE OF PROJECT: |
| CLIENT:  Please confirm you have the client’s permissions to submit the project |
| SUBMITTED BY |
| CONTACT DETAILS (email & phone) |

Please complete each of the following and provide as much supporting evidence as possible.  
Extend the boxes as required for your text to fit. (You may refer to enclosures where applicable.)

**NAME OF PROJECT:**

|  |  |
| --- | --- |
| 1 | Please provide a general background of the Project.  *Including project type, location, details of the structure / building, extent of your company’s involvement in the overall project, project team / partners, involvement of other CRA /CPA/SCA member companies, project value, timescales, and critical aspects successful project delivery.* |
| 2 | How does this project best highlight your companies’ skills, competencies, and expertise?  *For example, Key benefits and success factors, Added value to client / assets* |
| 3 | Did the project include any new products and/or innovative techniques?  *For example unusual features, unconventional calculations, particular specification requirements, technical challenges. Why were these products, solutions or techniques chosen?* |
| 4 | Were there any specific aesthetic requirements and/or design concepts required for this project?  *What were the challenges, solutions adopted and outcomes?* |

**NAME OF PROJECT:**

|  |  |
| --- | --- |
| 5. | Did the project present any physical challenges? Such as difficult site conditions, location, environment, size of project, coordination, and programme restrictions. How did you overcome these challenges? |
| 6. | Environmental & Sustainability considerations: *Please give details of the environmental policy adopted for this project, include any data on waste management, sustainability improvements, recycling and/or carbon reduction initiatives. Please include evidence where appropriate.* |
| 7. | Health & Safety:  *Please outline the specific health & safety considerations required for this project, include challenges and outcomes.* *Please include evidence and data where appropriate.* |
| 8. | Training & Staff Development  *Please outline the training and staff development used to support and upskill employees involved in this project. Please include evidence where appropriate.* |
| 9. | Why is this a CPA Award Winning Project? *Please summarise in no more than 500 words why this project should win the CPA Project of the Year Award 2023.* |

Please extend the box rows as required – max words approx. 1,500 (excluding enclosures).

Please forward entries via email to bookings@agmhouse.com

**CLOSING DATE FOR ENTRIES IS 20th September 2024**