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SME of the Year 2021

 **CONSTRUCTING EXCELLENCE AWARDS ENTRY FORM**

**Please read and understand the criteria and guidelines before completing this form.**

**Guidelines on ‘How to Enter’ can be found** [**here**](https://www.cemidlands.org/about-the-awards-west-2021/)

**Please remember that:**

1. Information above the specified word limits will not be taken into consideration.
2. Charts and photos should be embedded in the word document where possible (captions are not part of the word count). Total submission length - maximum 15 pages.
3. Appendices will not be reviewed as part of the submission.
4. Please submit your completed entry form via email to **westawards@cemidlands.org** by the closing date of **5th April 2021** at midday.

**Category Description:**

**SMEs are the backbone of the industry and are recognised by Constructing Excellence for their dominance of and contribution to the supply chain. Department for Business Innovation and Skills suggest that 99.9% of UK construction contracting businesses are SMEs1 and some of the greatest innovation and best practice can be identified in this sector.**

Judges are looking for an exemplary organisation, with 249 or less employees and with turnover less than €50 million. An outstanding SME will display a number of the following organisational attributes:

1. Evidence of growth through engaging with and developing best practice in construction and organisational management.
2. Investment made in employees, through training, growth and organisational culture.
3. Action to improve their productivity and work smarter.
4. Engagement with their supply chain, both upward to their clients and downwards to their suppliers, to add value to their involvement in projects.
5. Development and performance targets in place and monitoring and management of performance to improve on their set goals.

1 (ref BIS UK CONSTRUCTION, An economic analysis of the sector JULY 2013)

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| **Entry Checklist:**1. [ ]  **Completed entry form** – low resolution images can be embedded to support your entry.
2. [ ]  **Logos** – for all key parties that should be recognised for the award (original .eps files).
3. [ ]  **High resolution images** (print quality) – up to 5 photos.

[Click here for entry guidelines](https://www.cemidlands.org/about-the-awards-west-2021/) **Contact:** Tom Carpenter on 07860 861394 or email westawards@cemidlands.org  |

**Further guidance:**

**The Constructing Excellence Awards ‘recognise the best and inspire the rest’**

**What makes your submission special?**

We want to know if you are doing something new or different **or** doing something common to the industry but better than anyone else. It could be how you manage a specific process or a wide-ranging programme. It doesn’t need to be technologically cutting edge, but it does need to be exemplary.

**Can you demonstrate real benefits?**

We want data. You needn’t submit all your data, but we need to know that you have changed or achieved something through some measurable information. Did you do it better or with increased satisfaction to your clients?

**Is it honest?**

We are not looking for marketing information. We want real stories which give an honest summary of all the issues that you have overcome to deliver.

**Address the category criteria and make sure the judges understand:**

**Actions:** What actions were taken to deliver outstanding outcomes?

**Impact:** What results were achieved and what evidence can you provide?

**Lessons learned:** What lessons have been learned through this work and how have they been shared?

SME of the Year

**CONSTRUCTING EXCELLENCE AWARDS ENTRY FORM SECTION 1 OF 2**

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| **Entry name** |  |

 Maximum 70 characters (with spaces). This name will be on the award if successful.

**Applicant’s contact details:**

|  |  |
| --- | --- |
| Name |  |
| Organisation  |  |
| Email |  |
| Telephone |  |
| Address |  |
| Postcode |  |
| Type of organisation | e.g. housing association, developer, government department, contractor, consultant |
| Number of staff |  |
| Company turnover |  |

**IMPORTANT:** Logos – please supply HIGH QUALITY **.eps** or **.jpeg** logo files for all organisations mentioned.

These logos will be etched onto the glass trophies presented to winners.

SME of the Year

**CONSTRUCTING EXCELLENCE AWARDS ENTRY FORM YOUR SUBMISSION │ SECTION 2 OF 2**

**Please note:** if you are unable to insert images directly into the cell, please use space between each question to insert images.

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| 1. **Summary** (**max. 500 words**)

\* Please provide a **clear summary** of all key messages and aspects of the submission. This section will be used for marketing purposes. A clear and full answer ensures we showcase your project effectively. \***Guidance questions:** What makes this project a winning entry? Why do you think this work stands out from the crowd? How do you suggest we share this with the industry? |
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| 1. **Background:** Describe the circumstances or challenges faced in relation to this entry. (**max. 250 words**)
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| 1. **How have you engaged with and developed best practice?** (**max. 250 words**)
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| 1. **How have you invested in your employees?** (**max. 250 words**)
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| 1. **How have you improved workforce productivity and smarter working?** (**max. 250 words**)
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| 1. **How have you engaged with your supply chain to add value to projects?** (**max. 250 words**)
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| 1. **What development and performance targets do you have and what is your performance against them?**

(**max. 250 words**)  |
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| 1. **3 winning facts about your submission**

Ensure you highlight 3 **key** achievements. This may be published by Constructing Excellence. |
| **1** |  |
| **2** |  |
| **3** |  |