



# COLIVING AWARDS

## Application Guide 2024

Coliving Awards is the first award ceremony dedicated to highlighting key innovators, actors and ideas that are shaping the coliving industry.

If you are reading this guide, you are most likely considering and already preparing your application to the Coliving Awards 2024. It is imperative that you follow the instructions and requirements in order to prove your eligibility and position within the competition.

Thank you for joining us on this journey. We look forward to receiving your application and of course wish you the best of luck!

For Frequently Asked Questions, please check our [FAQ page](#).

For any further questions or queries, you can send us an email to [connect@colivingawards.com](mailto:connect@colivingawards.com).

### **Eligibility, Criteria & Process**

#### *Phase 1: Eligibility*

In phase one, all applications will be reviewed by our internal team to make sure that all criteria are being met. During the eligibility phase our team will not judge or give a specific score to your application. We will simply make sure that the specific set of criteria are well represented in the deliverables from each applicant.

The criteria for each category includes a checklist and a set of relevant questions which need to be answered within the application and presentation in order to qualify. Please note that applications that do not directly respond to the criteria checklist and application questions and are not written in English will not be eligible to be evaluated by our lead judge and jury panel.

### *Phase 2: Evaluation from Lead Judge (Criteria & Evaluation Questions)*

After our team reviews the applications for eligibility, our lead judge will evaluate all eligible presentations from his / her own category for phase two. According to the criteria checklist and required answers to respective questions, our lead judge will give a score for each application, which will result in the selection of maximum 4 finalists and 1 or more honourable mentions.

### *Phase 3: Jury Panel & Public Vote*

Further evaluation by the whole jury panel will also be based on the set criteria and respective questions, and our wider jury panel will be responsible for nominating the winners of each category, alongside the public vote and the previous scores from each jury member.

## **Transparent Voting Procedure**

Our voting system is based on the combination of different voting power percentages, accounting for: the expertise based evaluation by our lead jury member (35%), a congregate of votes by the jury panel (30%) and a public vote by industry stakeholders and audience through LinkedIn (35%).

The audience vote remains visible for the public to follow throughout the process, however the final results will be disclosed during the awards ceremony.

To see more about our voting procedure, you can review our [FAQ page](#).

## Impact & Sustainability

*Social, economic and environmental impact and sustainability*

### Category Description

The coliving sector has a big potential to contribute positively to the real estate sector and our planet as an environmentally and socially sustainable housing model. With close relationships to their tenants, coliving developers and operators have the opportunity and the responsibility to enhance the wellbeing of their residents and contribute positively to local economies and neighbourhoods. This category is for the shared living businesses that are thinking deeply about the different stakeholders within their ecosystems, and are doing whatever they can to deliver a positive social, economic and environmental impact for these individuals, their communities and wider neighbourhoods and cities.

### For whom?

Shared living business, developers, builders, construction specialists, investors, operational teams, development teams, CSR / Impact / ESG teams, consultancies / consultants

### Eligibility checklist

Your application will be considered eligible according to the criteria below:

- 1) **Impact strategy and measurement tools in place:** ability to measure and record economic, environmental and social impact.
- 2) **Sustainable behaviour change strategies / campaigns:** your community has effective initiatives (activities / events / programmes) that promote impact and sustainability.
- 3) **Building design and sustainability:** building is designed with sustainability and wellbeing in mind.
- 4) **Operational sustainability:** you have strategies in place for waste management, energy efficiency, procurement policies, suppliers and other operational sustainability measures.
- 5) **Environmental, economic and social impact on surrounding neighbourhood:** your shared living community is a local hub for impact and sustainability.

## Evaluation questions

Besides the relevant information supporting the eligibility criteria, we have designed a set of questions that supports each of the evaluation points accordingly. Please make sure to answer each of these questions in your presentation in order to be eligible and properly evaluated by our lead judge and jury panel.

- 1) **Impact strategy and measurement tools in place:** How do you embed social, environmental and economic impact into your shared living business, designs, operations and community experience? Please provide quantitative and qualitative data when possible, including your existing impact framework / metrics / model.
- 2) **Sustainable behaviour change strategies / campaigns:** What are some of the sustainable behaviour change strategies / campaigns you have in place? How do these positively impact staff, residents and locals? Please provide customer qualitative / quantitative data and testimonials when possible.
- 3) **Building design and sustainability:** What are the sustainable building and construction methods you have in place?
- 4) **Operational sustainability:** What kind of infrastructure and technologies do you use to ensure your operations are sustainable, streamlined and effective? What tools and measures are available to ensure sustainable practices for your residents, staff and wider ecosystem?
- 5) **Environmental, economic and social impact on surrounding neighbourhood:** How do you engage with and positively impact local communities and neighbours? Please share any impact / sustainability stories that involve local communities into your shared living community.

## Deliverables

In order to participate and submit a valid application to the Coliving Awards you will need to:

- Meet all the eligibility criteria, provide argumentation to prove you are meeting the eligibility criteria as well as include the answer to the set of questions within the specific category
- Fill in the form you will find on the portal to submit your application.
- In the form you will find a field to provide a **short description** that elevates your project submissions. This description may be used to present your project online on our website and during the Coliving Awards ceremony. Make sure it's representative and provides a high level outline of your project positioning in relation to the specified criteria. The length for this description should be between 1200 - 1500 characters including spaces.
- Deliver a presentation containing all information as stipulated in the point above, in PPT or PDF format (size 16:9, horizontal)
  - You can create a presentation with your own visual language and branding and provide as much information as you please to strengthen your applications. However, we are providing a templated presentation that may guide you through the process. Download the **Impact & Sustainability** presentation template from the category page [here](#).

- Your presentation should have a maximum of 20 slides.
- Your presentation must as well include the following information:
  - Name / Company representative of the applicant
  - Organisation / Company and logo (if applicable)
  - General information about the specific project / site / product in English
  - Additional resources requested in the eligibility and evaluation criteria, such as qualitative and quantitative data, impact metrics and testimonials
- Applications must be in English in order to be processed and accepted
- Upload to the applicant portal the following materials:
  - Supporting images / renders (in hi-resolution JPG / PNG - 150 dpi) in ZIP format (max 10 images)
    - Name your files with the following system: organisation-projectname-image#
  - Representative project image (max 10 MB) to be used as a thumbnail in the application portal and other relevant communication from Coliving Awards about your project