

Heritage / Conservation / Cultural Project of the Year - Application Form

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MARLET

This award is open to projects of all sizes and types completed within the last 18 months

Please note your document should be no more than 10 pages (5 double sided sheets) and 2000 words max (including your 250 word summary). If you wish, you may include an appendix of 4 further pages of visuals or photos that you think may be relevant to your entry. **3 Copies of all material must be submitted by post to CMG, Block C, Apex Building, Blackthorn Road, Sandyford, D18 H7R8**

Summary	In no more than 250 words summarize why this project deserves to win this award in 2022 and why it stands out from the rest
Design Features	Describe any innovative design features of this project and highlight what consideration was taken into how this project would sit physically within its environment and setting.
Innovative use of Materials and Equipment	Highlight any innovative materials or methods used while working on this development
Challenges	Explain the pitfalls, difficulties and challenges of the project and how you overcame them
Health Safety and Welfare	Summarise the approach to health, safety and welfare adopted on this project. Please include evidence of safety certification, and safety related achievements on the project.
Sustainability	Summarise the approach to sustainability that was adopted on this project
Fire safety compliance evidence	Highlight how this project meets all relevant fire safety requirements or even goes that bit further than standard requirements
Client feedback	What did the client or community say about this project? Include examples.
Time and Cost	Explain the actions that were taken to ensure that the project met its time and cost targets. Did Covid-19 impact on the time/cost of the project?

Essential tips for a successful entry

A successful application must address all of the points above. Marks will be allocated only on the evidence provided.

Use the above headings shown to highlight your answers to those specific questions. DO NOT include company marketing brochures in your entry.

Include information on your exceptional successes during the year such as business systems, innovations or techniques that have reaped significant benefits. Concentrate on facts that can be substantiated

You can use bullet points, charts and photographs in your submission. 4 extra pages (in addition to the original 10 pages) of charts and photographs, which are particularly important for the judges to be able to see your projects or innovations, can be included.

Don't underestimate the presentation! – the better impression you make with the judges could improve your chances in a tight race. Please remember that **ONLY THE FIRST 10 PAGES** of core information (and the 4 pages of visuals/photographs of supporting material that you may have provided as an appendix) of your submission will be assessed.

Application (please complete in block capitals)

Contact Name	
Job Title	
Company Name	
Address	
Telephone	
Email	
Tax Registration No.	

NB. This form must be signed by a Director, Chairman or Chief Executive of your organisation

Date	
Signed	
Name in Caps	
Job Title	

Client References

Please fill in details of at least one client we can contact in relation to this project

Client Reference 1

Client Company Name	
Client Contact Name	
Client Phone Number	

Client Reference 2

Client Company Name	
Client Contact Name	
Client Phone Number	

Checklist

- ☐ Have you filled in your contact details on the entry form?
- ☐ Have you filled out the relevant form and/or provided evidence (photographic or other) where appropriate?
- ☐ Have you provided three unbound copies of all entry material including the completed entry form