

## PROJECT AWARDS — APPLICATION FORM

Please read through the application pack before filling in this form and direct any queries to the [ICE South West office](#).

Complete all sections of this form and submit it along with the required materials to the ICE South West office ([ice.southwest@ice.org.uk](mailto:ice.southwest@ice.org.uk)) before 5pm on 2 March 2020.

To fill in this form use Acrobat Reader for best results ([download here](#)) before saving and returning it.

### NOMINATED PROJECT DETAILS

#### Name of project

Full address of project including postcode

Date of completion

Website link to the project

Please select the relevant categories:

Project value (choose one)

Under £3 Million

Over £3 Million

Project type (choose one)

New Build

Re-engineered

### PROJECT TEAM CONTACT DETAILS

Lead company/organisation entering the awards

#### Name of applicant

Job title

Company/organisation

Company's role in project

Company address

Phone number

Email

#### Lead company Press Office/ Communications contact

Name

Job title

Phone number

Email

## —Project Application Form—

NAMES OF ALL KEY PARTNERS (E.G. CLIENT, CONSULTANTS, CONTRACTORS, ARCHITECTS ETC.)

Contact name
Company/organisation
Company's role in project
Company address
Phone number
Email

Contact name
Company/organisation
Company's role in project
Company address
Phone number
Email

Contact name
Company/organisation
Company's role in project
Company address
Phone number
Email

Contact name
Company/organisation
Company's role in project
Company address
Phone number
Email

Please continue on a separate page if necessary.

## —Project Application Form—

### PROJECT SUMMARY

Describe the project in less than 200 words, explaining how the judging criteria have been met and highlighting any other aspects considered relevant for assessment. (Refer to the application pack for full eligibility and criteria.)

**Project Value:**

Overall cost of the project

Cost of this phase of the project

### EXCELLENCE IN PROJECT MANAGEMENT AND FINANCIAL CONTROL

Explain how the measures were taken for the project to meet deadlines and budgets in less than 200 words:

## — Project Application Form —

### EXEMPLARY HEALTH AND SAFETY RECORD

**Describe in less than 200 words, what actions were taken to instill a culture of health and safety, minimise accidents and include (if any) how many serious accidents occurred:**

### POSITIVE IMPACT TO THE LOCAL COMMUNITY OR USERS

**Describe in less than 200 words, how the project has improved public spaces, engaged communities and/or made positive impacts on social and natural environments:**

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### MORE PROJECT INFORMATION

**Describe in less than 500 words any further project information you would like drawn to the attention of the Judging Panel:**

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### PEOPLE'S CHOICE AWARD

In less than 200 words describe to the general public how this project positively impacts on local communities:

### PRESS RELEASE FORM

List your local newspaper(s) here:

- 1.
- 2.
- 3.
- 4.
- 5.

Please describe what has been achieved in 30 words:

In less than 30 words describe what was the main challenge faced during this project? e.g. constant traffic or water flow

## — Project Application Form —

### TOP PROJECT FACTS

Up to 3 short facts about the project which the public might find fascinating or impressive:

### ■ SUBMISSION CHECK LIST

**Completed application form** incl. signed agreement on next page

**PowerPoint presentation** (maximum 10 slides)

Up to 10 **high-resolution images** 5MB/300 dpi (photographs and/or drawings)

**Application fee** if applicable

Please submit your application via email or Wetransfer to [ice.southwest@ice.org.uk](mailto:ice.southwest@ice.org.uk).

## —Project Application Form—

### ■ CONDITIONS OF ENTRY

- A. Fill in and sign the application form confirming that any adverse publicity or health and safety concerns have been noted and addressed on the form.
- B. Projects must have been constructed within the ICE South West region and completed between 1 January and 31 December 2019.
- C. Entrants must give full details of all project team partners (contractors, consultants etc.) and ensure that the information provided in the entry is correct and approved as necessary. ICE South West accepts no responsibility for the publication of inaccurate information supplied with the entry.
- D. ICE South West will use the contact details provided to communicate with project partners as necessary.
- E. Entry is conditional on entrants agreeing to cooperate with ICE South West in obtaining publicity for their schemes, which may include allowing media access to sites and spokespeople.
- F. Submission of an entry is taken to imply the granting of permission to publish all submitted details including material and images of the successful schemes. Material relating to successful entries will be retained for publicity and archive purposes.
- G. All images submitted must clearly show copyright and crediting details, otherwise ICE South West will assume that none are needed.
- H. Judges must be allowed reasonable access to inspect shortlisted projects (accompanied by a filmmaker) on either 6 or 7 May 2020.
- I. The decision of the Judging Panel is final.
- J. Judges have absolute discretion to reject any entry which does not comply with the requirements of the rules.
- K. Feedback on entries will not be given except in exceptional cases and at the discretion of the chair of judges.
- L. By applying for this award, you give permission for ICE South West and its project partners to contact you regarding participation in relevant ICE South West projects and initiatives to showcase inspirational engineering.

### ■ AGREEMENT

I declare that I have read, understood and agree to the conditions of entry listed above. (please tick box)

Name (print clearly)

Date

Signature

Should you have problems with signing the form electronically, please print off this document/page, sign it and email it back to [ice.southwest@ice.org.uk](mailto:ice.southwest@ice.org.uk).