

Instructions:

1. Read the criteria for the award categories on crestawardssurrey.co.uk/awards/
2. Select an award category that best fits your company
 - you can enter more than one category but each entry for a category requires a new application
3. Supply the information in the '**Your Business and Background**' section (see below)
4. Outline your '**Reason for entry**' (max 600 words)
5. Outline your **supporting evidence and reasons** why you should be considered for this award (max 2000 words)
6. Check all details are included in your application see sections below
7. Gather any supporting documents, images (as appropriate) and a copy of your Logo
8. Email your entry and supporting information to us at crest@wokingnewsandmail.org by **20th March**.
9. If you would like a **Word template** to help you, please email us at crest@wokingnewsandmail.org

Content of your submission

1) Your Business and Background:

- a) Name of Award that you are entering:
- b) Company Name:
- c) Company address:
- d) Contact Name:
- e) Contact number:
- f) Contact email:
- g) Business Sector:
- h) Time trading:
- i) Location of premises (if different from Company address)
- j) A brief description of your company (max 50 words) for PR and marketing purposes
- k) Your Logo
- l) Description of products/services (max 600 words) - Give us a comprehensive view of your business, products, and services so we understand the background to your entry

2) Reason for entry: (max 600 words)

- a) Reason for entry and a powerful summary of your case

3) Outline of supporting evidence and reasons why you should be considered for this award (max 2000 words)

- a) You should include key information to cover the following areas:
- b) What makes you stand out from your competitors
- c) How you meet the requirements outlined in the category descriptor for this award
- d) Any additional information you would like the judges to consider
- e) Impact - Make sure you include facts, figures, stories and evidence of impacts (small as well as large) to give a full picture of your initiative.

General

- Write in clear and plain English – keep business jargon to a minimum.
- You can submit images, graphs and reports as part of your ‘Supporting materials’ and these may well be used to determine a winner where two or more finalists are level-pegging in the judges’ eyes.
- Please note, there is no prescriptive format to entries – but please include the information above, however if you would like a **Word template** to help you, please email us at crest@wokingnewsandmail.org

Our Sustainable Business awards showcase businesses operating in and around the greater Woking area that are leading the way with innovations that bring environmental and social sustainability into the heart of their enterprise. We aim to highlight progress being made by local companies and inspire others to become pioneers in sustainable business development.

The aim of this scheme is to reward the business, project, product, process or service that, in the judges’ view, shows greatest achievement, significance and potential in generating positive impacts for sustainability – doing good for the environment and community as well as the economy.

The more factual information you can provide – including any relevant supporting data – the more helpful it is for the judges as they weight up your entry. You are encouraged to provide links to additional information, videos, etc. All claims about the business, product, project or service need to be supported with evidence.

How are the entries judged?

A selection of experts in environmental management and sustainability from business and academic life will vote *independently* on the submissions. There are two rounds of voting. The first round will determine finalists in each category. The second round will select the winners for each category. The judges will also select the winner of the *Sustainability Hero Award* – note that this is not a category that can be entered and is the sole discretion of the judging panel.

Our judging panel can be viewed via our website crestawardssurrey.co.uk/apply