SME of the Year

**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 at** [**http://ckegroup.org/cexcellenceyh/ceyh-awards-2021/**](http://ckegroup.org/cexcellenceyh/ceyh-awards-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.

**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.   **If you have any queries, please call/email the CEYH team:**  Tel: (Liz Schofield) 0113 812 1902 or (Donna Lee) 0113 812 7601  All entries should be sent via email to [ceyhawards@leedsbeckett.ac.uk](mailto:ceyhawards@leedsbeckett.ac.uk) |

SME of the Year

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

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| **ELIGIBILITY CHECK** | **Does this entry relate** primarily to activities carried out between ***January 2020 and December 2020?*** Please note that any initiatives, schemes and evidence mentioned which also extend into 2021 are acceptable to include. |
|  | y/n |

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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** |  |