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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/>

**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.
4. High resolution JPEG images to be included as a separate folder.

**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. According to the Office for National Statistics annual “Construction Statistics” although the number of UK construction companies has increased year on year since 2012, SMEs remain 99.9% of the companies annually. The part played by SMEs in innovation and product development is also recognised by BEIS in the Construction Playbook.**

Judges are looking for an exemplary organisation, with 249 or less employees and with turnover less than the equivalent of €50 million. This award is not to recognise organisations who have achieved considerable commercial growth or excelled in just one aspect of the entry criteria. It is about outstanding organisations who have achieved business changes across the board to improve in all aspects below over the preceding year:

1. Evidence of growth through engaging with and developing best practice in construction and organisational management.
2. Investment made in employees, through training, development and setting organisational culture.
3. Action to improve their productivity and work smarter including harnessing digital technologies.
4. Supply chain engagement that adds value to the organisation’s contribution to projects, Clients or suppliers.
5. Evidence of setting and monitoring development and performance targets, e.g. KPIs, specific achievements, etc. with results as a means of charting progress with change and achievement of goals.

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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  **How to submit**  All entries should be sent via email to [ceyhawards@leedsbeckett.ac.uk](mailto:ceyhawards@leedsbeckett.ac.uk) . You will receive an email confirmation of receipt. We aim to send this within 3 working days of submission subject to how many entries we receive. |

**Further guidance:**

**The Constructing Excellence Awards ‘recognise the best and inspire the rest’**

**What makes your submission special?**

We want to know if you are doing something new or different **or** doing something common to the industry but better than anyone else. It could be how you manage a specific process or a wide-ranging programme. It doesn’t need to be technologically cutting edge, but it does need to be exemplary.

**Can you demonstrate real benefits?**

We want data. You needn’t submit all your data, but we need to know that you have changed or achieved something through some measurable information. Did you do it better or with increased satisfaction to your clients?

**Is it honest?**

We are not looking for marketing information. We want real stories which give an honest summary of all the issues that you have overcome to deliver.

**Address the category criteria and make sure the judges understand:**

**Actions:** What actions were taken to deliver outstanding outcomes?

**Impact:** What results were achieved and what evidence can you provide?

**Lessons learned:** What lessons have been learned through this work and how have they been shared?

**Good luck!**

The Constructing Excellence Yorkshire and Humber Team

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SME of the Year

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

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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 |  |

|  |  |
| --- | --- |
| **ELIGIBILITY CHECK** | **Does this entry relate** primarily to work carried out between ***January 2022 and December 2022? \****Please note that any projects mentioned do not need to be completed in 2022, started in 2022 or completed at all (they can be ongoing). As long as they have been worked on in this period then they are considered eligible. Upgrades or reworks on completed projects also count. |
|  | Y/N |

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 Yorkshire and Humber. | |
| **1** |  |
| **2** |  |
| **3** |  |