**BEST SUSTAINABILITY PROJECT AWARDS 2024**

**APPLICATION FORM**

**Background**

Sustainability is no more a question of choice if a business is to survive the complex challenges being faced with in today’s context. The need to adapt and embrace sustainability in its wholeness is the need of the hour. Business resilience and innovation capabilities are being strongly tested with vanishing resources and declining motivations.

Science-based decision making on best practices to pursue in relation to economic viability, is now interlinked with social acceptance, environmental sustainability, and cultural sensitivities, more than ever before, and the situation at home is no different from the global outlook. This makes it imperative that the leaders in business would be those who are unafraid and proactive in adopting systems and approaches that are unique and contributed towards by individuals across the board. Sustainability will be mainstreamed and integrated into the circulatory system of business operations.

Only those who have proven to do so will survive the times and emerge in holistic equilibrium.

**Best Sustainability Project Awards 2024**

The Best Corporate Citizen Sustainability Awards are designed to measure the success of projects undertaken by corporate entities to deliver high level results and positive impacts to the communities they serve and the environments they thrive in, all the while ensuring that their financial bottom-line is enhanced by same. These projects also allow employees and clients to actively participate and take pride of their contributions. In light of the current economic circumstances of the country and the associated political, social and environmental conditions, the Best Sustainability Project Awards 2023 will seek to discover the country’s finest initiatives that promise to address current challenges in part or in whole, by boosting local economies, ensuring equitable benefit-sharing in communities and conserving nature, employing transparent and fair governance mechanisms.

The Best Sustainability Project Awards 2024 will select best projects, to be recognized either by an Award or a Merit certificate. The number of Awards and Merit certificates to be presented each year will depend on the quality of applications and will be evaluated and confirmed at the discretion of the Best Sustainability Project Awards Evaluation Panel.

**Evaluation Panel**

The Best Sustainability Project Awards Evaluation Panel constitutes recognized experts in the field with a mix of experience in the fields of sustainability and related areas. The Evaluation Panel will operate independently and have the sole right and discretion to reject submissions that do not meet the specified criteria. Their decision shall be final and binding on all applicants on all matters.

**Terms of Application**

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| **Eligibility Conditions:**   * All private and public companies are eligible to apply for the Best Sustainability Project Awards. * Each applicant may submit one or more projects for evaluation. However, a separate application should be made for each of the projects being submitted. * Projects being submitted for evaluation can be ongoing or completed. If ongoing, the progress monitoring of the project should have already recorded a considerable proportion of measurable impacts. If completed, the project end date should not have been before the 31st of March 2022. * A long-term project being continued for several years and has previously applied for and won a Best Sustainability Project Awards, will not be eligible to reapply for a period of 2 years. It may however, be resubmitted for evaluation for an award, 3 years after the previous award was won, provided that the project has advanced further and acquired significant improvements and/or has been scaled up for greater impact, within the interim period. * The above condition does not apply for projects which have previously been submitted for evaluation and has been awarded a Merit certificate. Such projects, and those that may have been submitted but was not awarded, can be resubmitted for evaluation in the next year. However, such resubmissions have to be redrafted and recompiled incorporating the improvements acquired and should not be a mere copy of the previous application with changed dates. If the latter is found to be true, such applications would be disqualified from the process and will not be evaluated. |
| **Application Structure:**    The application to the Best Sustainability Project Awards is structured in the following manner:  **Section A - Corporate Information**  Requests basic information about the applying company utilized for contextualization. This carries no marks, but must be provided.  **Section B - Project Information**  Calls for detailed information on the project being submitted for evaluation. Consists of 7 parts.   1. **General Information** - Requests for basic data on the project being submitted for evaluation including information on the WHEN. Used for contextualization purposes. This carries no marks, but is essential to be provided. 2. **Project Rationale and Alignment** - Requests for information on the WHY, WHERE and WHO? [20 marks] 3. **Project Design** - Requests for information on the WHAT. [15 marks] 4. **Project Management** - Requests for information on the HOW. [25 marks] 5. **Project Impacts** - Requests for information on results and how they connect to the WHY, WHERE and WHO and the scalability. [20 marks] 6. **Project Visibility** - Requests for information on how the 5Ws and H were recorded and communicated. [10 marks] 7. **Project Sustainability** - Requests for information on exit strategy and possible continuity without the project continued support. [10 marks]   **Section C - Appendices (If applicable)**  Only 1 scanned PDF copy of an independent evaluation OR monitoring report on the project, supporting the details of Section B, will be allowed under this section. No further information/documentation will be entertained under this section and/or reviewed/considered when evaluating the project nor will they be accepted during the post-evaluation interview process. This section carries no additional marks but is essential to be provided if available, to be reviewed as evidence.  Please refer the application template for more information. |

**Application Template (Evaluation Criteria)**

**Section A - Corporate Information**

Name of Company: ..................................................................................................................

Address: ..................................................................................................................

Telephone: .......................................... Website: ..................................................

Name of Head of Company: ......................................................................................................

Designation: ..................................................................................................................

Telephone: ........................................... Mobile: ...................................................

Email: ..................................................................................................................

Contact Person: ..................................................................................................................

Designation: ..................................................................................................................

Telephone: ........................................... Mobile: ...................................................

Email: ..................................................................................................................

**Section B - Project Information**

With the exception of Part 1, questions compiled under Parts 2-7 are only meant to guide the structuring of the project submission. In the case of Part 1, all questions HAVE to be answered.

1. **General Information** (Answer all 7 questions)
2. Name of project:
3. Overview of project (Limit to 100 words):
4. Project start date:
5. Project end date (Mention projected end date if ongoing):
6. Project duration:
7. Was the project previously submitted for evaluation by Best Sustainability Project Awards? (Mention Yes or No):
8. Was the project previously awarded a Merit Certificate Best Sustainability Project Awards? (Mention Yes or No):
9. **Project Rationale and Alignment [20 marks]** (Use the following information and questions as a guideline to provide a detailed response to this section)

The project should be logically linked with the corporate vision of the company. It needs to respond to an identified need/s, and contextually relate to 1, 2 or all 3 of the 3Ps (Planet/Environmental Sustainability - Profit/Economic Viability - People/Social Acceptability).

* What is the corporate vision and/or strategy for sustainability? How is the project linked to these?
* What is the rationale of the project? Include location/beneficiary selection.
* What are the key objectives and aims of the project?
* How does the project encourage staff and client engagement?
* How is the project linked to the targets listed under Sustainable Development Goals (SDGs), as well as the national priorities on sustainable development? Provide references to the SDG targets (not just the number of the SDGs) and the key national policies and/or priorities the project aligns with.
* How is the project linked to global movements in sustainability? For instance, initiatives like the 30 by 30 target, net positive impacts, global biodiversity network and other global trends.

1. **Project Design [15 marks]** (Use the following questions as a guideline to provide a detailed response to this section)

* What are the sources of financing of the project?
* How did the project facilitate multi-stakeholder partnerships?
* What are the innovative aspects integrated into the project?
* How does the project integrate considerations related to the country’s prevailing circumstances?
* How does the project promote DEI (Diversity, Equity and Inclusion)? For example, how does it empower women? or how does it work to integrate vulnerable and marginalized communities into the mainstream?
* How does the project incorporate biodiversity conservation principles?

1. **Project Management [25 marks]** (Use the following information and questions as a guideline to provide a detailed response to this section)

* Who are the internal stakeholders of the project including the company board?
* Who are the external stakeholders of the project?
* Who does the project team consist of? What are their roles and individual responsibilities? Please do not include or attach any CVs in response to this section.
* What was the allocated budget for the project? Include a breakdown of expenditure with a comparison of administrative expenses against amount spent on beneficiaries’/project activities.
* How frequently was the project’s progress monitored?
* What systems are in place to measure the operational and financial progress of the project in relation to pre-project conditions? Include outcomes and outputs.
* What are the parameters used to assess the qualitative aspects of the project progress?
* What are the quantitative Key Performance Indicators (KPI) used to monitor the progress of the project?
* What are the means of verification of identified KPIs?
* What are the identified project risks and assumptions made?
* What strategies were used to address them?
* How is the project monitored for net positive impact? Describe the systems and processes in place to measure and verify that the project’s positive impacts outweigh any negative ones.

The matrix below is an example of how you could include your outcomes and outputs, indicators used to measure these, means of verification (e.g., audits, surveys, and published materials), assumptions and risks and how they were addressed.

|  |  |  |  |
| --- | --- | --- | --- |
| **Outcome/Output** | **Verifiable indicator/KPI** | **Means of verification** | **Assumptions, risks and how they were addressed** |
| Outcome 1 - |  |  |  |
| Outcome 2 - |  |  |  |
| Output 1 - |  |  |  |
| Output 2 - |  |  |  |

1. **Project Impacts [20 marks]** (Use the following information and questions as a guideline to provide a detailed response to this section)

Project impacts can be defined as positive/negative, short/long-term, direct/indirect effects produced by the holistic intervention of the project. Project intervention includes all project activities implemented within the project area, to collectively achieve the project’s overall objectives. While KPIs may provide a means of measuring achievements against each activity, impacts are a way of defining the project’s achievements in their entirety.

* How does the project stand in terms of the objectives defined?

The table below is a template you could use to provide this information precisely.

|  |  |
| --- | --- |
| **Project Objective** | **Project Impact** |
| 1. |  |
| 2. |  |
| 3. |  |

* What data was used as evidence of progress, to evaluate the project’s impacts? This may include strategies used to make use of sustainability-related opportunities, mitigate risks, and improve organizational and business resilience.
* Was the project evaluated by an external/independent party? If yes, explain the process involved. Provide evidence of evaluation for review, under Section C.
* If the project is scalable what are the potential impacts after scaling up?
* What are the biodiversity impacts of the project? Include any contributions to the 30 by 30 initiative and the Global Biodiversity Framework.

1. **Project Visibility [10 marks]** (Use the following questions as a guideline to provide a detailed response to this section)

* What is the communication strategy of the project? Include communication objectives, target audience/s, modes of communication, etc.
* Is the project included in the company’s sustainability reporting?

1. **Project Sustainability [10 marks]** (Use the following questions as a guideline to provide a detailed response to this section)

* What is the exit strategy of the project? A well thought-out exit strategy will ensure the impact of the project beyond the project period. This may include plans to scale up a pilot project initiative, transfer of project activities to others, integrating the project with national or other initiatives for future implementation, etc.
* What are the lessons learnt from the experience of project implementation? Include challenges and best practices and how they were recorded.

**Marking Scheme**

|  |  |
| --- | --- |
| **Project Characteristic** | **Total Score** |
| Project Rationale and Alignment | 20 |
| Project Design | 15 |
| Project Management | 25 |
| Project Impacts | 20 |
| Project Visibility | 10 |
| Project Sustainability | 10 |

**Section C - Appendices (If applicable)**

Include only 1 scanned PDF copy of an independent evaluation OR monitoring report on the project, to support the details of Section B, if applicable.

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| **Important Notes**   * Each application should constitute a self-designed submission using the **Application Template (Evaluation Criteria)** above as a guide for structuring. * Each application, including cover page and information pursuant to all sections (A, B and C), should be limited to 10 pages. Hint: Cover page could include the whole of Section A. * Applications failing to strictly adhere to the above condition could either be disqualified or penalized at the discretion of the Evaluation Panel. * The contents of the application (barring the cover page) should be formatted in the following manner:   Page size: **A4**  Page orientation: **Vertical**  Margins: **Normal**  Alignment: **Justified**  Line spacing: **Single with 0 additional spacing before and after paragraphs**  Font type: **Times New Roman**  Font size - Titles: **14**  Font size - Content: **12**  Page numbering: **In page footer (Except on Cover Page)**   * Applications failing to adhere to the above formatting style may be requested to resubmit in the corrected format to qualify for evaluation. * No annexures to the application will be entertained (except for only 1 scanned PDF copy of an independent evaluation OR monitoring report on the project, supporting the details of Section B, if applicable), unless and otherwise any required documentation is specifically requested to be submitted by the Evaluation Panel for review pending decision during the second stage of the evaluation process. * The awarding authority will not bear any responsibility for non/late-receipts of application submissions. * Submissions conforming to the conditions herein only, will be considered for evaluation. * The CCC may use information included in project submissions to publish highlights and best practices of same, after the conclusion of the awards process. This will only be done with the sole intention of encouraging the adoption of best practices by others in the corporate sector. |

**Evaluation Process**

The process of evaluation involves two steps:

1. Evaluation of submissions by Evaluation Panel
2. Project presentation and interview by Evaluation Panel

Applicants shortlisted post Step 1 will be expected to make a short project presentation which will be followed by an interview with the Evaluation Panel prior to final selections. Applicants may be asked to provide further information or substantiate claims made in their applications.

The CCC and the Evaluation Panel reserves the right to do random checks pertaining to the project submissions, during the evaluation process. If any information provided in the submissions is found to have been manipulated or not genuine, either during the period of evaluation and/or afterwards, the Evaluation Panel has the authority to disqualify such applications during or after selection.

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| **Application Submission Procedure**   * Deadline for submission is 4.30 p.m.on 03rd October 2024. * All duly completed applications should be submitted via email to [**bccawards2020@gmail.com**](mailto:bccawards2020@gmail.com) with the name of the project as the email title. * An all-inclusive application processing fee of LKR 35,000/-should accompany the application**.** * Payment mode - Cash, Cheque, Bank Deposit, Online payment, refer brochure for details. * For any clarifications, please contact Ms. Oshadhi Kodisinghe on 0115588851 or Ms. Whitney Fraser on 0115588850. |