

BEST SUSTAINABILITY PROJECTS AWARDS 2021

APPLICATION FORM

Applicants are asked to strictly adhere to a **limit of 10 pages** (single spaced, font size 12, Times New Roman) for the completed responses. Applications exceeding 10 pages may require re-submission. Applicants are advised to refer to the scoring matrix for the Best Sustainability Projects Awards 2020 to understand areas of emphasis for responses.

Annexes to Applications are not required and will not be considered in the initial evaluation process. Annexes may be submitted only on request of the Evaluators for the second stage of the evaluation of process.

Corporate Information

Company Name:

Company Address:

Telephone: Website:

Chief Executive Officer:

Telephone: Mobile:

Contact Person:

Designation:

Telephone: Mobile:

Email:

- 1. Has the project been submitted earlier for the Ceylon Chamber of Commerce Sustainability Awards Program?**
 - 1.1. Yes / No
 - 1.2. If so what year?
 - 1.3. If so, is the project being resubmitted with modifications? Yes / No
 - 1.4. If so, what modifications?

- 2. Project Name:**

- 3. Overview of Project Details**
 - 3.1. Project summary (no more than 100 words)
 - 3.2. Project start date, end date, and duration
 - 3.3. Project objective and key aims
 - 3.4. Project KPIs related to expected outcomes, outputs and activities in the corresponding order
 - 3.5. Project management and monitoring structure
 - 3.6. Who managed the project, and how?
 - 3.7. Detail Project Impact in quantitative and qualitative terms
 - 3.8. Funds spent: total, actual annual / monthly project expenditure in LKR over project period
 - 3.8.1.1. Detail any other Actual monthly inputs/in kind contributions
 - 3.9. Actual annual / monthly Employee Participation in Project (in Person Hours)
 - 3.10. What happens after the project is completed?

- 4. Describe what sustainability means for your company.**

- 5. Project contribution towards this overall sustainability vision. How does the project fit and contribute towards this sustainability vision in terms of corporate sustainability goals, and KPIs?**

- 6. Describe the aspects of Sustainability does the project addresses?**

- 7. Project Rationale: What prompted your organization to develop this project? What problem / need / business risk does it address? Do reference key national policies or sustainable development goals and targets that the project relates to.**

- 8. Whom are you targeting e.g. by gender, demographic, disadvantaged and/or geographical groups, on what basis, and how?**

- 9. Who are the key project stakeholders? Identify clearly e.g. gender, relevance to your organization and this project.**

- 10. Describe how you have monitored project progress, provide baseline information, and at what intervals monitoring was done in time. What activities, benefits, impacts and expenditures were specifically monitored? What key indicators / KPIs were tracked?**

In this regard a simple Results Framework would be useful to illustrate and clearly communicate project objectives and the extent to which they were achieved. The matrix below is an example of how you could include your outcome and outputs, indicators to measures these, sources of verification (surveys, published materials), and risks and assumptions in relation to the objectives.

Hierarchy of Objective	Verifiable indicator / KPI	Means of verification	Assumptions and risks
Outcome			
Outputs			

11. Was the project ever evaluated? If so by whom, when, and how? And if so, how have you used the findings? Please attach any independent evidence supporting this e.g. evaluation report.
12. Please detail collaborations and partnerships undertaken in implementing your project.
13. Please detail what you envisage will happen at the end of the project? And how are you preparing for this?
14. Further Details:
 - a) What evidence demonstrates the project made social, governance¹ related and/or environmental impacts?
 - b) Briefly illustrate what aspects of sustainability - economic, environmental, governance and social - does the project address?
 - c) How is the project different or innovative?
 - d) Did you learn any lessons in implementing this project - and if so, how did you make use of these lessons?
 - e) What previous awards were won by the project and when?
 - f) Is the Project included in the company's GRI or other Sustainability reporting frameworks?
 - a. When? (Date only)
 - b. If it's a Sustainability Report is it externally assured / verified? (Yes / No)
 - g) Are your organizations sustainability initiatives aligned with any of the SDGs and their targets?
Yes / No

¹ Governance includes gender empowerment and data disaggregation, diversity, transparency, anti-corruption and graft, etc.

GUIDELINES TO APPLICANTS

- The Awards are open to all Private and Public Companies.
- Applications can be submitted for projects that show a visible impact, but projects should have been completed not more than two years ago, i.e. after 31 March 2019.
- An applicant can apply for more than one project but each project should be submitted separately.
- A long term project that is continued for several years that has won an award is eligible to reapply three years from the year in which the award was won, provided there are improvements/scaling up of project during the interim period.
- Please provide answers/information to all questions raised in the application. If any of the requirements are not applicable to your project/organisation, please state so.
- The organizers of the awards do not bear the responsibility for non-receipt/late receipt of any material sent.
- An independent Evaluation Panel will evaluate the applications. Short listed applicants will be expected to make a short presentation followed by an interview with the Evaluation Panel prior to the final selections. During the period of evaluation an applicant may be asked to provide further information or substantiate the claims made in its application.
- The CCC / members of the Evaluation Panel reserve the right to do random checks during the evaluation period.
- During the evaluation process or after, if any information provided is found to have been manipulated or not genuine, the Evaluation Panel has the authority to disqualify such applicants during or after selection.
- The Evaluation Panel will have the sole right and discretion to reject the entries that do not meet the specified criteria and their decision shall be final and binding on all applicants on all matters.
- Companies are asked to strictly adhere to page limit for submissions with a penalty levied on those not adhering to the guidelines.
- No attachments will be allowed except of a soft copy of an independent evaluations or monitoring report on the project.
- Only entries conforming to the rules herein will be considered for evaluation.
- The CCC may publish highlights and best practices of your project after conclusion of the awards, with the sole intent of encouraging the adoption of best practices by the corporate sector.
- All applications should be duly completed and submitted via bccawards2020@gmail.com with supporting documents
- Submissions closing on Friday, 08th October 2021 on or before 4.30 p.m.
- An all-inclusive processing fee of Rs 25,000/- should accompany the application.
- Payment mode - Cash, Cheque, Bank Deposit, Online payment
- For any clarifications please contact Ms. Oshadhi Kodisinghe, 0115588851 or Ms. Whitney Fraser, 0115588850