BEST SUSTAINABILITY PROJECT AWARDS 2025

APPLICATION FORM

Background

Sustainability is no more a question of choice if a business is to survive the complex challenges being faced 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 strongly being 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 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 is being mainstreamed and integrated into the circulatory system of business operations.

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

Best Sustainability Project Awards 2025

The Ceylon Chamber of Commerce (CCC) Best Corporate Citizen Sustainability (BCCS) Project 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 in their contributions. Considering the current economic circumstances of the country and the associated political, social and environmental conditions, the BCCS Project Awards 2025 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 BCCS Project Awards 2025 will select the 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 BCCS Project Awards Evaluation Panel.

The BCCS Project Awards Evaluation Panel

The BCCS Project Awards Evaluation Panel constitutes recognized experts in the field of sustainability, with a mix of expertise and experience in related areas. The Panel operates independently in coordination with the CCC and have the sole right and discretion to reject submissions that do not meet the specified criteria. The Panel's decision shall be final and binding on all applications on all matters.

Terms of Application

<u>**Eligibility Criteria:**</u>

- All private companies and State-owned enterprises are eligible to apply.
- 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 monitoring of the project should have already recorded a year's worth of progress, with a considerable proportion of measurable impacts.
  If completed, the project end date should not have been before the 31st of March 2024.
- A long-term project being continued for several years and has previously been submitted for and won a BCCS Project Award, will not be eligible to be resubmitted for a period of two years post previous award. It may however, be resubmitted for evaluation, three 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.
  This criterium 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 at all, can be resubmitted for evaluation in alignment with Criteria 3.
  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.
- **Only applications conforming to the "Supportive Directions" provided below, will be considered for evaluation.**

Supportive Directions:

- Each application should constitute a self-designed submission using the "Application Template and Evaluation Criteria" below, as a guide for structuring.

- Each application, including cover page and information pursuant to all sections (A, B and C, of the "Application Structure" given below), should **strictly be limited to ten (10) pages.**
  Hint: Cover page could include the whole of Section A.
  Applications failing to adhere to this direction WILL NOT BE EVALUATED.

- 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)
  File type: PDF
  Applications failing to adhere to the above formatting style may be requested to resubmit in the corrected format to qualify for evaluation, provided there are more than 5 working days left prior to the submission deadline stated below. If the deadline is passed and the application is submitted in the wrong format, it WILL NOT BE EVALUATED.

- **No annexures to the application will be entertained** (except for only one PDF copy of an independent evaluation OR monitoring report on the project, that too, not exceeding one A4 page, supporting the details of Section B, if applicable), unless and otherwise any required documentation is specifically requested to be submitted by the Panel for review pending decision during the second stage of the evaluation process.

- **Submissions should be made as one PDF document attached to an email with the project's title as the subject, addressed to bccawards2020@gmail.com on or before 04:30 p.m. on Friday, the 26th of September 2025.** The email should also enclose a separate attachment of the proof of payment of the all-inclusive application processing fee of LKR 35,000/-. DO NOT include this within the ten pages of the submission. For modes of payment and further details, please refer to the CCC BCCS Awards 2025 brochure.
  No late or mis-directed submissions will be accepted for evaluation.

Application Structure and Marking Scheme:

The application to the CCC BCCS 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 [No Marks, but is essential] - Requests for basic data on the project being submitted for evaluation including information on the WHEN. Used for contextualization purposes.
2. Project Rationale and Alignment [20 marks] - Requests for information on the WHY, WHERE and WHO?
3. Project Design [15 marks] - Requests for information on the WHAT.
4. Project Management [25 marks] - Requests for information on the HOW.
5. Project Impacts [20 marks] - Requests for information on results and how they connect to the WHY, WHERE and WHO, and the scalability.
6. Project Visibility [10 marks] - Requests for information on how the 5Ws (WHEN, WHY, WHERE, WHO, WHAT) and H (How) were recorded and communicated.
7. Project Sustainability [10 marks] - Requests for information on exit strategy and continuity without the project's initial support.

Section C - Appendices (If applicable)
Only one PDF copy of an independent evaluation OR monitoring report on the project, that too, not exceeding one A4 page, 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 marks but is essential to be provided only if applicable, to be reviewed as evidence.

Application Template (Evaluation Criteria)

Section A - Corporate Information [No marks but MUST BE provided]

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 application. IN THE CASE OF PART 1, ALL QUESTIONS HAVE TO BE ANSWERED.

1. **General Information** [No marks but all eight questions MUST BE answered]
    i. Name of project:
    ii. Overview of project (Limit to 100 words):
    iii. Project start date:
    iv. Project end date (Mention projected end date if ongoing):
    v. Project duration:
    vi. Was this submission developed by the project team/sustainability unit/outsourced consultant/an artificial intelligence (AI) application/other? (If other, please mention who)
    vii. Was the project previously submitted for evaluation by the CCC BCCS Project Awards? (Mention Yes or No):

viii. Did the project previously win an Award or a Merit Certificate at the CCC BCCS Project Awards? (Mention Yes or No and if Yes, please mention the year)

2. **Project Rationale and Alignment** [20 marks]
   Use the following information and questions <u>as a guideline</u> to provide a detailed response to this part.

   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 all 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 are the key objectives and aims of the project?
   - What is the rationale of the project? Include location/beneficiary selection.
   - How does the project encourage staff and client engagement?
   - How is the project linked to the targets listed under the UN Sustainable Development Goals (SDG), 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 Kunming-Montreal Global Biodiversity Framework, the 30X30 Target, Net Positive and other global trends

3. **Project Design** [15 marks]
   Use the following questions <u>as a guideline</u> to provide a detailed response to this part.

   - 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 incorporate biodiversity conservation principles?
   - How does the project promote Diversity, Equity and Inclusion (DEI)? 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 integrate considerations related to the world's/country's evolving circumstances?

4. **Project Management** [25 marks]
   Use the following information and questions <u>as a guideline</u> to provide a detailed response to this part.

   - 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 question.
- 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 -			
Output 1 -			
Output 2 -			
Outcome 2 -			
Output 1 -			
Output 2 -			

5. **Project Impacts** [20 marks]
   Use the following information and questions <u>as a guideline</u> to provide a detailed response to this part.

   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 comparative information:

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 Kunming-Montreal Global Biodiversity Framework or the 30X30 Target.

6. **Project Visibility** [10 marks]
   Use the following questions <u>as a guideline</u> to provide a detailed response to this part.

   - 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?

7. **Project Sustainability** [10 marks]
   Use the following questions <u>as a guideline</u> to provide a detailed response to this part.

   - 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.

Section C - Appendices (If applicable) [No marks]

Include only one PDF copy of an independent evaluation OR monitoring report on the project, that too, not exceeding one A4 page, supporting the details of Section B, if applicable.

Evaluation Process

The process of submission evaluation involves two steps, of which the second would take place only if requested by the Panel:

1. Evaluation of submission as per above criteria by the Panel
2. Project presentation and interview by the Panel, if required

Based on the requirement of the Panel, some applicants shortlisted post Step 1 will be expected to make a short project presentation which will be followed by an interview with the Panel prior to final selections. Applicants <u>may</u> be asked to provide further information or substantiate claims made on their applications.

The CCC BCCS Project Awards Evaluation Panel and the CCC 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 Panel has the authority to disqualify such submissions during or after selection.

End Note

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.

For any questions, clarifications or concerns, please contact Ms. Ashani Gunawardena on 0115588830 or Ms. Oshadhi Kodisinghe on 0115588851 at the CCC.