

# Scottish Civil Engineering Awards 2019

## Application Form

Please complete all sections of this form and submit it along with the required materials to **cara@cecascotland.co.uk** before **4pm** on **Friday 31 May 2019**. Please read through the **application pack** before filling in this form and direct any queries to the ICE Scotland office.

### Nominated project details

Name of project

Entry for 'Engineered in Scotland' category? Please indicate **yes / no**

Local Authority Area (if not for 'Engineered in Scotland' category)

Full address of project including postcode

Date of completion

Outturn value

### Project team contact details

#### Lead company/organisation entering the awards

Contact name

Job title

Company/organisation

Company's role in project

Company address

Phone number

Email

#### Lead company Press Office/Communications contact

Name

Job title

Phone number

Email

Deadline for entries: Friday 31 May

# Scottish Civil Engineering Awards 2019

## **Names of all key partners (e.g. client, consultants, contractors, architects etc.)**

Contact name

Company/organisation

Company's role in project

Company address

Phone number

Email

Contact name

Company/organisation

Company's role in project

Company address

Phone number

Email

Contact name

Company/organisation

Company's role in project

Company address

Phone number

Email

Contact name

Company/organisation

Company's role in project

Company address

Phone number

Email

**Please continue on a separate page if necessary**

**Deadline for entries: Friday 31 May**

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Contact name

Company/organisation

Company's role in project

Company address

Phone number

Email

Contact name

Company/organisation

Company's role in project

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## Judging criteria

\*Refer to your **application pack** for full details.

## Guidelines for completing form

- a) Image submission  
Images should:
  - be sent in high res version
- b) Project titles, as a rule, should be concise, in plain English and encapsulate the descriptive aspect of the project.
- c) On the Executive Summary please avoid:
  - Acronyms
  - Overly technical descriptions
  - Lengthy titles

## Executive summary (250 words)

Strive to:

- Use non-technical language
- Include five interesting facts about the project
- Attach, where possible, a press release about the project
- Give a brief synopsis of the project
- Emphasise the extent to which the project has transformed peoples lives.

Please note this information will be used for promotional material and be public facing.

Deadline for entries: Friday 31 May

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## **Project Outline**

Please explain how the eligibility and judging criteria have been met and highlight any other aspects considered relevant for assessment. Refer to the application pack for full eligibility and criteria guidelines. Please explain how the criteria has been met.

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## Conditions of entry

- a Entrants must give full details of ALL project team partners (contractors, consultants etc.) and ensure that information provided in the entry is correct and approved as necessary. ICE Scotland and CECA Scotland accept no responsibility for the publication of inaccurate information supplied with the entry.
- b Please note that ICE Scotland and CECA Scotland will use the contact details provided to communicate with project partners as necessary.
- c Entry is conditional on entrants agreeing to cooperate with ICE Scotland and CECA Scotland in obtaining publicity for their schemes, which may include allowing media access to sites and spokespeople.
- d Submission of an entry is taken to imply the granting of permission to publish all submitted details and material, including images, of the successful schemes. Material relating to successful entries will be retained for publicity and archive purposes.
- e All images submitted must clearly show copyright and crediting details, otherwise ICE Scotland will assume that none are needed.
- f Judges must be allowed reasonable access to inspect Scottish projects (possibly accompanied by a photographer/film-maker) during June-August 2019.
- g The decisions of the judges in all matters is final. Judges have absolute discretion to reject any entry which does not comply with the requirements of the rules.
- h Feedback on entries will not generally be given except in exceptional cases and at the discretion of the judges.
- i By applying for this award, you give permission for ICE Scotland and CECA Scotland to contact you regarding participation in relevant ICE Scotland projects and initiatives to showcase inspirational engineering.

Deadline for entries: Friday 31 May



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## Agreement

I declare that I have read, understood and agree to the conditions of entry listed above.

Name (print clearly)

Signature

Date

## Checklist

**Please e-mail the following to [cara@cecascotland.co.uk](mailto:cara@cecascotland.co.uk) by 4pm on Friday 31 May 2019:**

- This completed application form
- Six high resolution (300dpi) photographs. Images should include crediting and copyright information as necessary \*
- Supporting information such as layout plan, sketches, drawings (five max)
- Company logos. \*\*
- Application fee. Payment can be made by telephone to CECA Scotland on 01786 430007

Project footage including drone, timelapse, BIM collateral will be sought from entrants following submission. A powerpoint template for use at the adjudication meeting will be provided.

\*Six high resolution photographs without company logos, clearly numbered and accompanied by a list identifying the project and giving a short description

\*\* Please supply all project team logos as high resolution Illustrator, eps, vector, or jpeg files and indicate the project team roles (i.e. client, designer, contractor etc)

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