SMALL COMMERCIAL PROJECT OF THE YEAR – less than 250 m2

This award is for a joint submission by a Manufacturer and Contractor member.

Eligible projects should have been started or completed during the period October 2017 – September 2018

***There are two Commercial Project Awards, use this form for a SMALL COMMERCIAL PROJECT – Less than 250m2***(You may enter projects in all the categories but use a separate form for each and only one application for each combination of manufacturer / contractor partnership in any category.)

This form provides useful information on the type of detail the judges will look for and the criteria on which your entry will be judged. Please read it carefully and try to cover as many of the bullet points that are applicable to your particular project. Please also refer to the Hints & Tips guidance note before completing.

**It is vital that you submit as much good quality, well presented and relevant information as is necessary to properly illustrate and support the submission. Your entry can only be judged on the material you provide. Please ensure your application fully justifies why the nominated project should win this prestigious award.**

**Please provide TWO copies of your application (including all attachments) for the judging panel.**

**CHECKLIST OF ITEMS TO INCLUDE (please tick to indicate enclosures being sent):**

**Essential items to include are:**

* photographs (before, during and after, please make sure all images meet health & safety requirements, eg PPE)
* product literature
* evidence of health & safety practices, onsite training, can include: graphs, spreadsheets, matrix, etc.
* evidence of sustainable management systems implemented, can include: graphs, spreadsheets, etc.
* testimonial from the client

**Optional items to include are:**

* case studies
* press releases
* references from third parties, etc.
* video clips (note re H&S in photographs also applies here)
* other (please detail):

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| --- |
| CONTRACTOR: |
| MANUFACTURER: |
| PROJECT NAME/LOCATION: |
| CLIENT: |
| PRODUCTS USED: (name/FeRFA Type) |
| SUBMITTED BY (NAME & EMAIL): |

Completed Application Forms and accompanying information should be sent to   
Becky Hadley, FeRFA PO Box 3716, Stone Staffs ST15 9EU.   
In order to maintain the quality of your submission it should be posted rather than emailed.

#### CLOSING DATE: FRIDAY 12 OCTOBER 2018

Please complete each of the following and ensure you provide as much information as possible.   
Extend the boxes as required for your text to fit. (You may refer to enclosures where applicable.)

**NAME OF PROJECT:**

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| --- | --- |
| 1 | Why have you selected the above project as a Project of the Year? *Give background to the project and how you became involved.* |
| 2 | How does this project best highlight your skills and expertise? |
| 3 | Did the project include any new products and/or innovative installation techniques? |
| 4 | Were there any specific aesthetic requirements and/or design concepts required for this project? |
| 5 | Why was resin flooring chosen for this project, what quality and level of service was offered to the client? |
| 6 | Did the project present any challenges such as difficult conditions, size of project, programme restrictions, aesthetics or performance requirements? How did you overcome these challenges? |

|  |  |
| --- | --- |
| 7 | Environmental & Sustainability considerations: *Please give details of the environmental policy adopted for this project to include any data on waste management and recycling. Please include evidence where appropriate.* |
| 8 | Health & Safety,Training & Staff Development *Please outline the health & safety, training and staff development initatives used to support and upskill employees involved in this project. Please include evidence where appropriate.* |
| 9 | Why is this a Winning Project? *Please summarise in no more than 500 words why this project should win the Small Commercial Project of the Year Award 2018:* |

**Please extend the box rows as required.**