

Best SME Led Innovation (SME = < 250 employees)

This award celebrates the outstanding innovation that small and medium sized enterprises (SMEs) bring to the workplace and facilities management sector to help businesses achieve their strategic goals and which in turn enhance the wider FM sector. It seeks examples of innovative practices or products that have delivered tangible benefits and demonstrable outcomes from a facilities and / or a workplace management perspective.

Its scope is wide and can relate to an advanced innovative service delivery solution or approach, innovative use of space, managing resources, return on investments or any other area where genuinely innovative solutions, approaches or products have been employed in support of better service delivery, user experience or to enhance the workplace and facilities experience or offering.

The IWFM Impact Awards 2024 recognise work and projects that were completed or operational over the last three years (since 1 January 2021).

Who should enter?

Entries are welcomed from both suppliers to the workplace and facilities sector and client organisations. All products, services or initiatives will be considered equally from the simplest and least expensive to those with the most complicated rationalisation. The judges will be looking for entries that clearly articulate the adoption and delivery of outstanding innovation that demonstrably improves outcomes in workplace and facilities service delivery and / or in the daily working experience of users.

Entries will not be accepted from initiatives which are planned, in development or in progress.

Entrant details

Full name

Job title

Organisation

Entry name (project/product/team name) as you would like the entry to be referred to in the Awards process (as it would appear on a trophy)

Organisations involved

To help IWFM identify conflicts of interest in the judging process please list all organisations involved in this project or initiative, including agencies, suppliers or partners.

Entry summary

Please provide a 150-word executive summary of your entry to ensure that the judges or a person with no prior knowledge can quickly understand it and which (should you be named as a finalist) will be used at the Awards ceremony. Please write the summary in 3rd person and do not include any private or sensitive information as this may be available publicly.

What the judges are looking for

- Tangible positive impact to the workplace and facilities management function.
- Genuinely innovative scalable and impacting initiatives, approaches or products.
- Strategic alignment with your business and/or client's goals and objectives.
- Value led initiatives with a genuine RoI (true innovation is not always about those with the biggest budget).

How to create a winning submission

- This entry form is your opportunity to tell the judges why your team or project should be recognised and celebrated: be proud, be clear, show evidence, and sing your own praises!
Tip: Do consult the good practice guidance on the [IWFM website](#) for useful resources to help you focus on the key aspects of your entry.
- Judges are looking for clear, concise information, written in good English in each of the sections when assessing the entries.
- Read each question fully; the judges need to know you have understood the question and answered it directly. Incomplete responses will not attract a score.
- Please note, each section has a word limit specified next to the question. Stick to the word limit as any words beyond the limit will not be read.
- Documents, illustrations, photos and video can be used to make your entry come alive, these can be referenced and included in your supporting evidence document.
- Equity, diversity and inclusion (EDI), responsible business, and carbon reduction all underpin great workplaces and facilities, and every award entry should demonstrate these principles and their impact in the organisation and project. Please be mindful that activity does not equal impact.

Entry questions

1. **Set out how the project or initiative is aligned with the organisational mission, vision and values – highlighting the core priorities and objectives.** (400 words maximum)

2. **Describe how equity, diversity and inclusion works in your organisation through your policies, procedures and operational practices and the contribution this has made to the success of your entry.** (200 words maximum)

- 3. Explain the project or initiative lifecycle – from inception through delivery and evaluation.** This could include how scope was defined and objectives were set; use of research and benchmarks and how organisational 'buy in' was achieved. (300 words maximum)

4. **Describe how the initiative was actually delivered.** This could include change management processes; collaboration decisions; obstacles encountered and how they were overcome. (300 words maximum)

5. **Evidence the measured impact of the project or initiative.** (400 words maximum in total for both elements of this question)
- a) What measurable data can you provide for the initiative? – for example number of participants, completion rates, impact on the organisation's objectives and goals
 - b) Evidence of the impact of the initiative on the participants; bring your success story to life with examples, anecdotes, testimonials, survey results and benchmarking data (these can be referenced in the supporting documents pdf).

6. What are the next steps for continuous improvement and building upon the impact of your project or initiative? (300 words maximum)

7. Summarise your key learnings from the implementation of your project or initiative, and how you have shared these beyond your organisation. (300 words maximum)