

Positive Climate Action

The buildings we occupy are significant contributors to carbon emissions. Our behaviour in and around those buildings, from energy efficiency and waste management, to recycling and reduction in the use of non-sustainable plastics can reduce our impact. Without the built environment stepping up action our goals will not be achieved. The workplace and facilities management profession has a unique and critical role in this space and holds a prime position to help the UK achieve its carbon reduction ambitions, to make a lasting impact for the greater good and to show the way to others.

This category seeks entries that have demonstrated impact via a situation or project that has demonstrably delivered a sustainability outcome.

This category is for organisations of any size.

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 open to individuals, organisations, in-house teams, service providers and suppliers to the industry. Entries will not be accepted from initiatives which are at inception or early planning stages or without demonstrable results.

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 (and as it would appear on a trophy)

Number of employees in the organisation where the project has taken place

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

- Evidence of the practical implementation of environmental measures and specifically the role of workplace and facilities management in their success (including economic and/or wider societal implications) and how this contributes to the understanding and improvements of scope 1, 2 & 3 .
- Evidence that the tactical or operational initiative raises the bar on current best practice and goes beyond “the day job” to improve sustainable measures
- Initiatives which demonstrate leadership and help to unlock tactical or operational workplace sustainability for the organisation and beyond.
- The use of technology and/or capitalising on changes to the way people work or travel or occupy premises.

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 key aspects of your entry. For example, the [Toolkit for FM decision makers: What to consider when developing a holistic net zero strategy](#)
- 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, inclusion, 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. (400 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.** 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.** 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

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)**