

## Innovation and Best Practice entry form

*To be completed in full by all applicants  
 Please use a separate form for each entry*

*Entries for this category should relate to the period between 1 February 2017 and the closing date of Friday 2 February 2018.*

*Any refurb/conversion aspect of a scheme must clearly be shown as contributing to new additional supply.*

### 1. Organisation details

A.	Name:	
B.	Core business activity:	
C.	Number of offices:	
D.	Headquarters:	
E.	Scotland-only or UK- wide operation:	
F.	Year established:	
G.	No of employees:	

### 2. Innovation/best practice overview

Please provide a description of your innovation/best practice policy, maximum 250 words allowed:

### **3. Entry details**

Equal weighting will be given to the below criteria, with a maximum of 250 words allowed for each:

- i.** The added value the policy/practice brings to the organisation (and more broadly the sector in general) - this may include financial benefits, value for the community and how the policy has been transferred to other areas of the business/industry etc.

- ii.** How the organisation has measured the success of the policy/practice

**iii.** Learnings and impact on future business strategy

**4. Required items**

Please tick to confirm the following required items are attached separately:

	Item	Format	Tick to confirm
A.	Corporate logo	JPG ( <i>max 3MB</i> )	
B.	Testimonials/supporting evidence	Word, PDF	

**5. Optional items**

Please tick to confirm if any of the following optional items are attached separately:

	Item	Format	Tick to confirm
A.	Up to five supporting images	JPG ( <i>max 3MB per image</i> )	

**6. Statements of understanding / agreement**

A. We understand that the total file size for each entry must not exceed 30MB. We also understand that an email acknowledgement will be generated within one working day of receipt of the entry and undertake to contact the Homes for Scotland office should this not be received.

Please tick to confirm

B. We hereby give Homes for Scotland express permission to use any images for its own promotional purposes, whether for the awards or otherwise more widely (*eg website, brochures*).

Please tick to confirm

C. We understand that we will be invited for interview by the judges should this entry be shortlisted.

Please tick to confirm

**7. Attribution of entries**

Is this a joint entry with any other companies?

Please select as appropriate. YES NO

If yes:

A. Please detail how entry should be attributed below, noting that only Homes for Scotland member companies will receive any public referencing.

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B. Do you have their express permission to mention?

Please select as appropriate. YES NO

**8. Entry submitted by:**

*(Entries must be submitted by HFS member companies only, not consultants or other third parties).*

Name:	
Position:	
Company:	
Tel:	
Email:	
Date:	