

**Submission Deadline: Friday 18th February 2022**

We are now looking for submissions for the SPACES Yearbook and Civic Building of the Year Awards 2022.

You are invited to submit any project which has received an element of public funding. Submissions are invited nationally and can include:

- New building and refurbishment projects across the public sector
- Buildings that add value to the communities they serve
- Buildings from all sectors of public construction
- Projects that demonstrate collaboration
- Projects that demonstrate Engineering excellence/ingenuity
- Surveying projects that renew embedded value
- Examples of construction team excellence
- Articles of interest on public sector buildings

Anyone can make a submission whether you are the client, architect, contractor, engineer, surveyor or project manager who feels there is merit in a particular building or project.

From these a shortlist will be made of those projects that are eligible to enter the Civic Building of the Year Awards.

Please note:

- Schemes must have been completed and be operational between 1st October 2020 and 30th November 2021 (NB An extension to allow for COVID).
- They must also have received an element of public funding to aid their delivery.
- There is no limit to the number of submissions per client/organisation who are members of SPACES, non-members can submit up to three projects. To find out more about SPACES membership see our [website](#).
- Anyone involved in the scheme can submit an application.
- In addition, you must upload to 5 photographs and/or supporting documentation.

A shortlist of projects for the yearbook and awards will be produced during March 2021. Subsequent information and access for visits may be required. If SPACES does not receive a response within 6 weeks we reserve the right to remove the project from the yearbook and/or awards process.

Please find below the information required and guidance for submitting a project for the SPACES Yearbook and Awards. NB Information with an \* is required and if not provided you will be unable to submit.

- **\*Name of Applicant** – This is the person completing the form
- **\*Name of Applicant's Organisation** - Please include the Name of the Organisation in full. Do not abbreviate or use departments, regional offices.
- **\*Applicant Contact Email Address**
- **\*Applicant Contact telephone number**
- **\*Alternative email address** – This should be for either someone else in the company or an office generic email address (eg marketing@company.com)
- **\*Name of Project being nominated**
- **\*Location of Project** – The village, town, city and/or county where the project is located – please do not include street names or postcodes.
- **\*Geographical Area of Project** – please chose a geographical area based on the options below:
  - **North East** (*Tees Valley & Durham, Northumberland & Tyne and Wear*)
  - **North West** (*Cumbria, Cheshire, Greater Manchester, Lancashire, Merseyside*)
  - **Yorkshire and the Humber** (*East Yorkshire & Northern Lincolnshire (Humberside), North Yorkshire, South Yorkshire, West Yorkshire*)

- **East Midlands** (*Derbyshire, Nottinghamshire, Leicestershire, Rutland, Northamptonshire, Lincolnshire*)
- **West Midlands** (*Herefordshire, Worcestershire, Warwickshire, Shropshire, Staffordshire*)
- **East of England** (*East Anglia (Cambridgeshire, Norfolk and Suffolk), Bedfordshire, Hertfordshire, Essex*)
- **London** (*London*)
- **South East** (*Berkshire, Buckinghamshire, Oxfordshire, Surrey, East Sussex, West Sussex, Hampshire, Isle of Wight, Kent*)
- **South West** (*Gloucestershire, Wiltshire, Bristol, Dorset, Somerset, Devon, Cornwall and Isles of Scilly*)
- **Wales** (*Wales*)
- **Scotland** (*Eastern Scotland, South Western Scotland, North Eastern Scotland, Highlands and Islands*)
- **Northern Ireland** (*Northern Ireland*)
- **\*Project Value** - This is the cost to the client, and should be in £ per M/K
- **\*Date of completion/occupation** – this should be written Month Year (eg July 2020)
- **\*Client Organisation**- please include the company name
- **\*Key Client name** - please include a Key Contact name
- **\*Client Email address** – please include the key contact email address . NB The submission will be sent to them for approval for entering into the awards. (NB If the client organisation is the same as the applicant organisation please enter details as per the applicant).
- **Architect** - please include the company name (we do not require names of individuals/departments)
- **Building Surveyor** - please include the company name (we do not require names of individuals/departments)
- **Civil Engineer** - please include the company name (we do not require names of individuals/departments)
- **Clerk of Works** - please include the company name (we do not require names of individuals/departments)
- **Contractor** - please include the company name (we do not require names of individuals/departments)
- **Landscape Architect** - please include the company name (we do not require names of individuals/departments)
- **M&E Engineer** - please include the company name (we do not require names of individuals/departments)
- **Project Manager** - please include the company name (we do not require names of individuals/departments)
- **Quantity Surveyor** - please include the company name (we do not require names of individuals/departments)
- **Structural Engineer** - please include the company name (we do not require names of individuals/departments)
- **\*Brief description of project** - no more than 200 words, 3/4 paragraphs, no bullet points including any relevant details on design, construction techniques, engineering innovation and community benefits delivered. This is your opportunity to sell your project!
- **\*Upload Photos/Documents** - please upload up to 5 photographs/documents with the file name = project name. This can include any before/after photographs and any supporting documentation (eg project data sheets, brochures, case studies, videos) please send a document with weblinks). .zip files etc are not accepted. Maximum size of each file is 15MB.
- **Key Specialists** – for example Interior Designer, Conservation Consultant, Technical Advisors, Framework Provider NB This is to assist us and will not be included in the yearbook.
- **\*Key Manufacturers/Key suppliers** – for example Modular Manufacturer, CLT supplier, Glazing, Lighting, MUGA, Furniture. NB This is to assist us and will not be included in the yearbook.
- **\*Would you like to subscribe to the SPACES newsletter?** You can opt in to receive our newsletters. We will not share your details with any third parties. This opt in is purely to receive our newsletters and invites to events. You will be able to unsubscribe at any time.

# Yearbook and Awards Submission Guidance



The following table may assist you with collecting information

*Name of Applicant	
*Name of Applicant's Organisation	
*Applicant Contact Email Address	
*Alternative email address	
*Applicant Contact telephone number	
*Name of Project being nominated	
*Location of Project	
*Geographical Area of Project	North East, North West, Yorkshire and the Humber, East Midlands, West Midlands, East of England, London, South East, South West, Wales, Scotland, Northern Ireland (delete as necessary)
*Project Value (£ M/K)	
*Date of completion/occupation	
*Client Organisation	
*Client (Key Contact name)	
*Client – Key contact email address	
Architect	
Building Surveyor	
Civil Engineer	
Clerk of Works	
Contractor	
Landscape Architect	
M&E Engineer	
Project Manager	
Quantity Surveyor	
Structural Engineer	
*Brief description of project (200 words)	
*5 Photos / Documents	1. 2. 3. 4. 5.
Key Specialists	
*Key Manufacturers / suppliers	
*Opt in to receive our e-newsletters	Yes / No (*delete as necessary)