

Yearbook and Awards Submission Guidance

Submission Deadline: Friday 17th February 2023

We are now looking for submissions for the SPACES Yearbook and Civic Building of the Year Awards 2023.

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 2021 and 31st October 2022.
- 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.
- It is free to submit your project.
- Anyone involved in the scheme can submit an application.
- In addition, you must upload a minimum of 3 photographs up to 5 photographs and up to 5 pieces of supporting documentation. (including site plan and floor plan(s) and can also include project data sheets, brochures, case studies, videos.)
- See guidance below for further information. SPACES reserves the right to not include projects that do not adhere to the guidance.

A shortlist of projects for the yearbook and awards will be produced during March 2023. 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 (person completing the form)
- *Name of Applicant's Organisation
- *Applicant Contact Email Address
- *Alternative applicant email address (in case unable to contact initial contact)
- *Applicant Contact telephone number
- *Name of Project being nominated
- *Location of Project - – The village/town/city, city and county where the project is located – please do not include street names or postcodes. Eg Weymouth, Dorset / Ascot, Berkshire.
- *Geographical Area of Project (drop down box)
 - 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 million to 1 decimal place .
 - Approx Cost per m² and should be to 1 decimal place.
 - *Date of completion/occupation (month and year)
 - *Client (company name) – they will be contacted for approval for the project to be entered.
 - *Client (Key Contact name)
 - *Client – Key contact 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).
 - For the following, please include the company name (we do not require names of individuals/departments) If they do not apply use n/a.
 - *Architect
 - *Building Surveyor
 - *Civil Engineer
 - *Clerk of Works
 - *Contractor
 - *Landscape Architect
 - *M&E Engineer
 - *Project Manager
 - *Quantity Surveyor
 - *Structural Engineer
 - Approx 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!
 - *Please submit a minimum of 3 and up to 5 photographs with the file name = project name. This can include any before/after photographs. Maximum size of each file is 5MB.
 - *Please submit up to five pieces of supporting documentation, including Site Plan and Floor plan(s) and can also include project data sheets, brochures, case studies, videos. As .zip files and weblinks are not accepted, please include links in a pdf document Maximum size of each file is 5MB. With file name = project name.
 - Key Specialists eg Interior Designer, Conservation Consultant, Technical Advisors, Framework Provider NB This is to assist us and will not be included in the yearbook.
 - *Key Manufacturers eg Key suppliers eg Modular Manufacturer, CLT supplier, Glazing, Lighting, MUGA, Furniture. NB This is to assist us and will not be included in the yearbook.
 - *By submitting your project, you are agreeing to receive information about SPACES via our newsletters, including updates on the yearbook and awards. 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.
- Any questions, please email awardsandyearbook@thespaces.org.uk.