

Architectural Project of the Year - Application Form

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The Architectural Project award is open to all Irish registered architectural firms. The project should have been completed in the last 18 months. To enter, please complete the following and post 3 hard copies of submission with **3 copies of completed application form**.

Please note your document should be no more than 10 pages (5 double sided sheets) and 2000 words max.

Please include the following information:

Summary	In no more than 250 words summarize why your Project deserves to win this award in 2022.
Details	Include details of Project such as location, site constraints, size and any stand-out features of the project. Was the project completed on time and on budget?
Innovation	Does the project have any innovative design solutions.
BER Rating	What BER rating has the project achieved? What design solutions enabled the achievement of this?
Sustainability	What sustainable solutions does the project have? What are its environmental credentials?
Innovation	Describe and detail any innovative building systems that have been included in this project.
Impact	Describe and detail the positive impact this building has on its surroundings.
Impact on occupants	Describe and detail the positive impact this building will have on the lives of its occupants/inhabitants now and in the future.
Collaborations	Describe any unique collaborations that were utilized to provide or procure the design solution.

You should also include photos of the project and list the key members of the team involved including the consultants, main contractor and client.

Essential tips for a successful entry

A successful application must address all of the points above. Marks will be allocated only on the evidence provided.

Use the above headings shown to highlight your answers to those specific questions. **DO NOT** include company marketing brochures in your entry.

Include information on your exceptional successes during the year such as business systems, innovations or techniques that have reaped significant benefits. Concentrate on facts that can be substantiated

You can use bullet points, charts and photographs in your submission. 4 extra pages (in addition to the original 10 pages) of charts and photographs, which are particularly important for the judges to be able to see your projects or innovations, can be included.

Don't underestimate the presentation! – the better impression you make with the judges could improve your chances in a tight race. Please remember that **ONLY THE FIRST 10 PAGES** of core information (and the 4 pages of visuals/photographs of supporting material that you may have provided as an appendix) of your submission will be assessed.

Application (please complete in block capitals)

Contact Name	
Job Title	
Company Name	
Address	
Telephone	
Email	
Tax Registration No.	

NB. This form must be signed by a Director, Chairman or Chief Executive of your organisation

Date	
Signed	
Name in Caps	
Job Title	

Client References

Please fill in details of at least one client we can contact in relation to this project

Client Reference 1

Client Company Name	
Client Contact Name	
Client Phone Number	

Client Reference 2

Client Company Name	
Client Contact Name	
Client Phone Number	

Checklist

- ☐ Have you filled in your contact details on the entry form?
- ☐ Have you filled out the relevant form and/or provided evidence (photographic or other) where appropriate?
- ☐ Have you provided three unbound copies of all entry material including the completed entry form