



MY PLACE AWARDS

Awards Guidelines and Rules for Entry

1. AIM

The Scottish Civic Trust My Place Awards is unique in Scotland as it is a national celebration of good local design and conservation as nominated and evaluated by local people. Its aim is to identify and commend proposals that have had a positive impact in a local neighbourhood and have delivered positive benefits to that community. It is not intended to be a 'professional merit' award. However, developments entered will be assessed on their architectural, heritage, and/or place making benefits.

The Scottish Civic Trust My Place Awards entries are nominated by local groups and should be put forward as buildings that best present quality in the local context. They can come from a wide range of types, such as:

- a. New buildings with high quality architectural expression
- b. Historic buildings that have been reused or refurbished
- c. Public realm schemes such as streetworks, parks, etc that have a positive impact on a neighbourhood/community and can demonstrate good place making benefits

Only buildings in Scotland are eligible to be entered for the Awards. Entries are sought from local Civic Societies, Preservation Trusts and other bodies that are presently affiliated to, or members of, the Scottish Civic Trust. Groups that wish to become affiliated to the Scottish Civic Trust for the purposes of the My Place Awards should contact the Trust directly or visit its web site for further details, www.scottishcivictrust.org.uk.

1.1 Awards Programme

The Scottish Civic Trust Awards programme is administered and managed by the Scottish Civic Trust with support from the Scottish Government.

The Awards celebrate and honour those who commission, design and build quality places in Scotland. In this way, the My Place Awards compliment other architectural awards in Scotland.

The Scottish Civic Trust My Place Award will be presented to the building owner / architect / design team responsible for the project. The nominating body will be acknowledged for submitting the winning scheme/project.

A wall plaque (or similar) will be presented for display to the winning entrant. All entries will be recognised with a certificate as it is clear that schemes presented for the Scottish Civic Trust My Place Awards have won the accolade and support of the local community by the simple fact of their entry.

1.2 The Judging Panel

The judging panel will be established and managed by the Scottish Civic Trust and will include Scottish Civic Trust representatives. Panel members will have a knowledge and interest in Scotland's places and will be appointed by the Scottish Civic Trust.

The panel chairman will be nominated by the Scottish Civic Trust.

The initial shortlist will be made on the basis of photographs and descriptions as submitted through the Scottish Civic Trust My Place Awards web portal. Where possible, every shortlisted building will be visited by at least one jury member, ensuring the quality and high standards of the awards process.

Announcement

The winner of the Award will be announced at a high profile event in March 2010

The announcement will also be made via a strictly embargoed press release up to 12 hours before the event takes place.

At the discretion of the Scottish Civic Trust, winners may be told in advance of the announcement on a confidential basis and on the understanding that the winners must not speak to the press.

2. ELIGIBILITY

- 2.1 Only buildings in Scotland will be eligible for the Scottish Civic Trust My Place Awards.
- 2.1 Nominating bodies are Civic Societies, Preservation Trusts and other local bodies affiliated to the Scottish Civic Trust. They are permitted to enter projects that have received recognition through their own award schemes, if they run one.
- 2.2 For entries in 2010, buildings in Scotland completed and occupied between 1 January 2007 and 31 December 2009 may be entered. For the purposes of the Award, the word 'building' includes any structure whether new, restored, rehabilitated, refurbished, converted or conserved or any significant public realm project such as a streetscape works, new or restored parks, etc.
- 2.3 The Scottish Civic Trust will check that the eligibility criteria are met. This will be done on receipt of nominations so that entrants will have an opportunity to make amendments or correct errors. Given the tight timescale, no extension to the closing date will be permitted.
- 2.4 Every entry must be supported by a summary of no more than 100 words outlining the special contribution that the project / building makes to the local area. It must include photographs illustrating the project entered. Three additional statements are requested:
 - a. Supporting Statement (approx 600 words),
 - b. Project/Building users supporting statement (approx 400 words) and
 - c. Project/Building owners supporting statement (approx 400 words)
- 2.5 Buildings will have been completed (and preferably occupied) before My Place Awards entry. Where possible judges will be required to see the building short listed for consideration in use during a scheduled visit in February/March 2010 and the success of the building in use will be taken into consideration.

3. CATEGORIES

All entries will be regarded equally no matter their size or the value of the development. The intention of the Award is to identify and commend proposals that have had a positive impact in a local neighbourhood and have delivered positive benefits to that community. Developments entered will be assessed on their architectural, heritage, and/or place making benefits. The Award is not intended to be a 'professional merit' prize. The Scottish Civic Trust will review the number, category and type of awards presented for the competition in 2011.

3.1 **Scottish Civic Trust My Place Award**

In 2010 there will be one award made and, at the joint discretion of the Scottish Civic Trust and the judging panel there may be a number of commended projects / developments. In the event of the judges being unable to determine a single winner, it will be left to their discretion to offer a joint award.

3.2 The judges will publish their citations for the winning project and commended developments. This information will be available online.

4. **ENTRY PROCEDURE AND SUBMISSION**

4.1 The closing date for entries is **MONDAY 22 FEBRUARY 2010**

4.2 Entries must be submitted online. Nominating bodies must complete the awards application online at www.myplaceawards.org.uk.

If entry via the Scottish Civic Trust My Place Awards web portal is not possible an alternative entry procedure may be made by contacting the Scottish Civic Trust by telephone 0141 221 1466 or email awards@scottishcivictrust.org.uk to arrange this within the stipulated deadline.

4.3 Entrants are required to complete full contact details and information about the development online.

All supporting information should also be submitted online using the bespoke facilities on the Scottish Civic Trust My Place Awards website. If assistance is needed, please contact Scottish Civic Trust at 0141 221 1466 or email awards@scottishcivictrust.org.uk.

4.5 All entries will be published on the Scottish Civic Trust My Place Awards gallery alongside supporting statements for the nomination – name of development, local authority area, etc.

4.6 The shortlist will be determined by the judging panel using the information submitted.

4.7 The Scottish Civic Trust reserves the right to publish the shortlist prior to the completion of the judging process.

4.8 All shortlisted developments will be visited by at least one judge, where possible. Entrants that have reached the shortlist will be advised of shortlisted status. A site visit appointment will be arranged in late February/early March with one week's notice.

4.9 All entrants and the associated Nominating Body will be invited to attend the awards presentation (at their own expense). Shortlisted entrants will be actively encouraged to attend.

5. **REQUIRED INFORMATION FOR NOMINATION**

5.1 Entrants are asked to submit supporting comments made by the building owners and users on the performance of the building while in use. The judges will take this information into account.

5.2 Judges will score entries on information and supporting evidence submitted about the project / building that help to make our communities and neighbourhoods in Scotland happier and safer environments.

5.3 Nominating bodies must complete the awards application online at www.myplaceawards.org.uk. If entry via the Scottish Civic Trust My Place Awards web portal is not possible an alternative entry procedure may be made by contacting the Scottish Civic Trust by telephone 0141 221 1466 or email awards@scottishcivictrust.org.uk to arrange this within the stipulated deadline.

6. **JUDGING PROCESS**

6.1 Once nominated, all entries will be administered by the Scottish Civic Trust.

6.2 The Scottish Civic Trust will appoint the judges to deliberate the My Place Awards

- 6.2 The judges' decisions are final. Details of the judging panel meetings and discussions will not be disclosed and all discussions will be treated as strictly confidential. Only details of the award winner and short-listed entries and any specific commendations will be published.
- 6.3 In the first instance jurors will review all entries submitted online.

The judging panel will be focusing on the following Vitruvian principles in their consideration of each nomination:

- Strength, durability – the building should stand up robustly and remain in good condition.
- Commodity, utility – the development should be useful and function well for the people using it.
- Delight, beauty – the building should delight people and raise their spirits.

In addition judges will also be looking for excellence in terms of:

- Design - appropriate features in keeping with the use of the building
- Value of design for overall budget of project
- Inclusivity of design – a safe environment, convenient, enjoyable to use
- Sustainable architecture and design – zero or low carbon emissions/energy efficient
- Sympathetic treatment of the scheme and its context to architectural heritage
- Awareness of importance of place making
- Sense of community
- Originality
- Creativity

- 6.4 The chair of the judging panel will preside over meetings to confirm a shortlist of entries and ultimately, the award winner.
- 6.5 Where possible individual judging panel members will agree to make site visits to short listed projects by appointment in late February/early March; this will be organised and administrated by the Scottish Civic Trust.

7. Terms and conditions

- 7.1 In submitting an entry for consideration for the Scottish Civic Trust My Place Award, it is assumed by the Scottish Civic Trust, that the nominating body will have agreed in advance the nomination with the building owner, architect/designer. This includes permissions to submit all required information and publication of entry images and information on the awards website and use of same to promote the Scottish Civic Trust My Place Award.
- 7.2 Information supplied by nominees will only be used for the specific purposes of the Scottish Civic Trust My Place Award. Personal contact information will not be disclosed to other parties.

For further clarification please contact Frances Hendron, c/o Scottish Civic Trust
Tel: 0141 221 1466, email: awards@scottishcivictrust.org.uk