



# MY PLACE AWARDS

## GUIDANCE FOR COMPLETING THE ONLINE APPLICATION FORM

**Before completing the form, please prepare your entry and read the Guidelines for Entry. Questions marked\* are mandatory.**

**The following information will be publicly available on the My Place Awards gallery of entries – (contact details, etc will remain private.)**

- Name of Building / Project
- Local Authority Area
- Name of Nominating Body
- Summary description of the project
- Supporting Statement
- Project / Building users view
- Project / Building owners view

### THE PROJECT

1. Name of Building/Project \*
2. Name of Building owner/Client \*
3. Name of Architect, lead designer (if known) \*
4. Local Authority Area \*

### ABOUT YOU

5. Name of Nominating Body \*
6. Your name \*
7. Position in organisation
8. Address \*
9. Email address \*
10. Telephone number \*
11. Award category \*
12. How was the decision made to nominate this project? \*

Here you are asked to indicate how your nomination decision was reached.

1. Debate /consensus amongst members
2. Debate / consensus amongst Executive Committee
3. Selection from own competition (give details)
4. Suggested by an individual
5. Other – please tell us.

13. Summary description of project \* (approx 100 words)

## GUIDANCE FOR COMPLETING THE ONLINE APPLICATION FORM contd/...

### 14. Supporting Statement \* (approx 600 words)

It may be helpful to consider the following issues when completing your supporting statement. The judges will 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

In addition, a way of focusing your supporting statement might be to consider the Vitruvian principles when considering your 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.

### 15. Project / Building users view \* (approx 400 words)

Tell us who is using and benefiting from the building/ project and explain why you believe it is successful.

### 16. Project / Building owners view \* (approx 400 words)

Let us know how the building / project owner has responded to the completed project. What was the expectation and have these been met or exceeded? Please give brief details.

## IMAGES

You are now asked to upload between 3 and 6 images to illustrate and complete the entry process. A brief description of each image is required to identify the entry.

For example – ‘Glasgow, Tobacco Merchant’s House, entrance’; or ‘Glasgow, Tobacco Merchant’s House, south facing perspective’ etc.,, ‘Glasgow, Tobacco Merchant’s House detail of window/plasterwork’ etc.,.

Upload Image 1 \*

Image 1 Description \*

Upload Image 2 \*

Image 2 Description \*

Upload Image 3 \*

Image 3 Description \*

Upload Image 4

Image 4 Description

Upload Image 5

Image 5 Description

Upload Image 6

Image 6 Description

Please check that all your contact details – email and telephone - are correct.

Now you will be asked to submit entry application for approval. You will receive an email confirming that the entry has been accepted and explaining that it will be reviewed by the Scottish Civic Trust before being published online. This process will take no longer than one day.

If you have any questions about the entry process, please do not hesitate to contact the Scottish Civic Trust via email at [awards@scottishcivictrust.org.uk](mailto:awards@scottishcivictrust.org.uk) or by telephone 0141 221 1466.