

## Architectural Practice of the Year Application Form

This award is open to Architectural Practices of all sizes in Ireland.

Please note your application should be no more than 10 pages (5 double sided sheets) and a maximum of 2500 words. Applications should be emailed to [info@irishbuildinganddesignawards.com](mailto:info@irishbuildinganddesignawards.com) by 2.00pm January 8th, 2025. Or uploaded to the following link - [Architectural Practice of the Year Application](#).

Summary	In no more than 250 words summarise why your company deserves to win this award.
Projects	List some of the projects and construction work that your company has been involved in the last 18 months and highlight any outstanding features, including any innovative solutions that your company has initiated to address problems that arose.
Business Development	What strategic steps has your company taken to sustain or develop its business over the next 12 months?
Staff Development	Outline your company's approach to staff development at all levels within the organisation.
Workplace Environment	How do you create a positive, inclusive and supportive workplace?
Customer Satisfaction	List and explain the steps that your company follows to measure customer satisfaction?
Sustainability	Summarise your company's approach to sustainability and outline your company's plans for further promotion of sustainability in the next 12 months.
Health & Safety	Outline Health and Safety initiatives in place during the project (include evidence if available).
Partnerships	Provide evidence of your company's approach to partnering with clients, contractors and suppliers.
Client Reference	Please provide information of two client references. *May be contacted as part of the judging process.

### Essential tips for a successful entry

A successful application **must** address all the points above.

Marks will be allocated only on the evidence you provide.

Don't underestimate the power of presentation! You can use bullet points, charts, photographs, and client feedback in your submission. The more impressive your application appears and the stronger your evidence, the more it will support your case with the judges.

Please make sure you have included your Client References where applicable.

Make sure to include information on your exceptional successes during the year such as business systems, innovations or techniques that have reaped significant benefits.

Remember your document should be no more than 2500 words.

**DO NOT** include company marketing brochures in your entry.

We reserve the right to quality check applications and may contact to ask for additional information if necessary.