



## LIVING WATERWAYS AWARDS 2017

**\*\*\*Sponsored by Kier, Arcadis, Vinci, Fountains & CPC Civils**

### Entry form guidance

*NB The Living Waterways Awards are open for nominations until **Friday 17 March 2017***

This document is intended to help you when completing your nomination form for the Living Waterways Awards.

A successful scheme or project will demonstrate excellence in practice. Whilst it is not always possible for a scheme or project to excel in all aspects of the project to the same level, it must satisfy some aspects of each section to be considered for an award. Only those nominations the Assessment Panel deem excellent, rather than good or average, will win an award. Please note, entries which fail to supply the required information will not proceed. Throughout we will be looking for innovation, determination and partnership working.

We welcome entries from projects, schemes or initiatives of any size from across the UK that are located on, or immediately adjacent to, an inland waterway. There are eight award categories and you may submit your project for consideration in any number of the categories providing you demonstrate clearly how your project complies with the specific entry criteria outlined for each category in which it is entered.

### Award categories

- Arts & Interpretation
- Community & Volunteering
- Contribution to the Built Environment
- Education & Learning
- Natural Environment
- Recreation & Tourism
- Restoration & Historic Environment

### Your guide to the various sections of the entry form

#### *Section 1: Contact details*

The **main contact** will be the principal point of contact for the Canal & River Trust and the Assessment Panel. This will be the person who will be regularly informed about the progress of the entry and contacted by the Panel to arrange an assessment visit should your entry proceed to the visit stage.

If your project is selected as a finalist, the Canal & River Trust will also contact you for additional information, photographs and approval of text for press releases.

The **referee** will be contacted at the Panel's discretion should your entry proceed to assessment visit stage. The referee should have strong knowledge of the project or scheme you are entering. A suitable referee might for example be a project delivery partner from a different organisation to your own, or your local councillor/ MP.

#### **Relation to Waterway**

The waterway should be located on or adjacent to one or more of the following: inland river, canal, broad or beck. Projects on lakes/lochs that are connected to a waterway (i.e. to a river or canal) are also eligible to enter. In all

cases, the waterway can be either navigable or non-navigable.

You need to include on the entry form the following information:

- name of the waterway
- project's position in relation to it
- type of the waterway (e.g. canal, river, lake, etc)
- relevant navigation authority (if known)
- whether the waterway is currently or potentially navigable
- whether the waterway connects to the wider waterway network
- name of the nearest town or city.

## **Section 2: Project Overview**

### **Project Summary**

In the Project Summary you should be clear and concise about the project and what has been achieved. The following questions might help when completing this section:

- What has been done?
- Why have you done it?
- Who did it?
- How did you do it?
- Any key successes?
- How has the project exceeded aims/objectives?
- Why does the project stand out and why does it deserve an award?

### **Sustainability**

In this section you need to provide information on how the project addresses environmental, social and economic objectives of sustainable development. Detailed information will be required if you are entering Contribution to the Built Environment, Community or Natural Environment categories, however all nominations should demonstrate they have taken these issues in consideration.

- Environmental:** Physical build schemes in particular must demonstrate how key environmental issues have been addressed. When completing your entry, you should consider whether your project involved practices and methods to ensure the environmental impact is reduced or that the local environment is improved, such as energy efficiency, water conservation, waste management & minimisation, recycling and wildlife conservation. You may also wish to include details of any environmental accreditations your project has received.
- Social:** All nominations must illustrate the community and wider social benefits associated with the project/scheme, the ways in which the wider community has been involved in its design and operation, and how the project has contributed to building the capacity of the local people to improve their quality of life. Entries should also include, where available, feedback from local residents or users.
- Economic:** The nomination form should include information on how the project is funded, whether it generates its own income (where applicable) and how will it be sustained in the medium and longer term. Please provide details of any economic and social benefits it has generated, for example increased employment prospects or training/ educational opportunities for local people, further investment into the area or greater opportunities for local businesses.

### **Partnership**

All projects should have involved the active participation of an appropriate range of partners. Entries should include the names of the partner organisations and describe the structure of the partnership, illustrating the role and level of involvement of each partner organization and detail how they have worked effectively together to deliver the project

aims. Details of funders should also be included, along with the overall cost of the project and how the money has been raised.

## **Monitoring & Evaluation**

Living Waterways Awards are usually only given to schemes and projects which are largely complete and can demonstrate a track record of success. Some entries will be for schemes and projects that have an immediate impact, in other cases it may take a number of years for the initiative to reach maturity. It is important that you indicate the original targets or performance standards associated with the scheme or project and demonstrate to what degree these targets and standards have been achieved.

- In the majority of cases we would advise that if the project/scheme hasn't been up and running for a year or more, it will be too early for the assessment panel to judge.
- A scheme or project will not be considered suitable for an award if substantial elements remain incomplete, unused or unoccupied.
- It is possible to consider complete stages or phases of schemes with long term horizons, although it is essential that the entry makes it clear precisely what has been achieved, what is being entered for the award and whether is incomplete or not yet started.
- You may wish to include articles from the press or any appraisals/evaluations/surveys conducted post-completion that demonstrate the success of the project or scheme.

## ***Section 3: Category specific criteria***

All entries must include evidence to demonstrate that they are innovative and inspirational, that they enhance the use and enjoyment of the waterway and that the project is acting as a catalyst for further projects/involvement. In addition, you must detail how the project/scheme meets the specific criteria for each of the categories for which it is entered. A single scheme may be entered in as many categories for which it can satisfy the criteria.

### **1. Art & Interpretation**

We are looking for projects that bring the story of our waterways to life in new ways. This could be through performance, artwork, sculpture, engaging signage, guided tours etc. The 'story' might be the history of the waterway or information about its natural environment. You should explain how the project raises awareness of our canals or rivers and engages interest.

### **2. Community & Volunteering**

We are looking for outstanding waterway-based projects that fully embrace and encourage community and volunteer engagement and participation. We take a broad definition of volunteer to include anyone who is involved without payment. The project must have brought the community or a group of volunteers together and they should play a leading role in developing the project.

When entering this category you should explain why and how your project demonstrates excellence in volunteering or community engagement, the key outcomes for the volunteers/community and the organisations involved, and the wider benefits of the project.

Please also include details on how this project has influenced wider involvement and engagement or best practice.

### **3. Contribution to the Built Environment**

This category seeks to identify excellence in waterside physical build projects. The nature of projects that will be considered is very broad ranging and might include design and/or construction-led approaches to civil engineering works to everyday builds such as bridges, locks, aqueducts, innovative public realm work or inspiring art installations. Complex and striking schemes such as a ground-breaking sustainable development or the provision of exciting public

space connecting a community to its waterway are all invited to enter.

Individual buildings may be considered, as may large scale, multi-faceted developments. New build will be considered equally with imaginative reuse schemes.

All projects must demonstrate how they have integrated appropriate design within the surrounding context, and must both complement and enhance the waterway environment. Projects should specifically relate to the water and consider it as more than simply a 'setting'. Opportunities for using the water should be maximised by drawing on local distinctiveness, optimising waterside characteristics and features, recognising the need for connections across the waterway, achieving the highest quality public realm, and by using water as an extension to public open space.

The resulting building or scheme will demonstrate excellent detailed design, intelligent use of resources including the use of environmentally sound techniques and materials, and energy-saving measures.

#### **4. Education & Learning**

This award will be presented to a scheme/project that successfully harnesses the inland waterway network as a means to develop and increase knowledge and skills, and to raise awareness, involvement and understanding, through both formal and informal learning and teaching.

As appropriate, the entrant should illustrate how the entry has improved the skills and/or knowledge-base of the local community, provided wider social benefits, and/or led to improved personal development and employment opportunities. Entrants should demonstrate an 'open door' policy, providing opportunities for all to actively participate in training and skills development, thereby reducing social exclusion. If the project is to be research-based, it must demonstrate integration with other educational networks and establishments, and specific measured benefits at the conclusion of the research.

#### **5. Natural Environment**

This category will recognise entries that demonstrate excellence in improving or restoring the natural environment in or around an inland waterway and that best enhance the natural environment while encouraging public involvement.

The project will have achieved an appropriate balance between preserving or enriching the natural environment and increasing public interest and involvement in the waterway and its surroundings. The successful entry will be an exemplar of well executed responsible environmental management. When completing your entry, you should consider whether your project involved methods such as:

- Renewable energy technology
- Innovations to reduce CO<sup>2</sup> emissions
- Ecological building methods & materials
- Use of brownfield land (including remediation)
- Re-use of materials
- Waste minimisation & management
- Water conservation
- Responsible environmental management (e.g. Environmental Impact Assessments)
- Preservation and enrichment of natural resources
- Methods to enhance biodiversity
- Initiatives to encourage users or the public to live in a sustainable way, such as recycling schemes, use of public transport or energy saving.

Where a project has been developed over a number of years, the Panel would also be interested to read how plans have been adapted to reflect new technologies and environmental initiatives.

## **6. Recreation & Tourism**

This award will be presented to a project that has enhanced the use and enjoyment of the waterway as a recreation and/or visitor resource and provided an appropriate balance of uses integrated within the wider strategic context and infrastructure.

You should illustrate how your entry influences or improves quality of life, health and physical well-being. The success of the project/scheme in terms of user or visitor numbers and economic benefits should also be illustrated. Entries should demonstrate responsible environmental management, and how this has been planned for in the longer-term.

One off or annual events such as festivals are eligible for entry under this category, providing you can demonstrate the long-term benefits that resulted from this event, such as increased visitor numbers to the location, increases in volunteer participation or how the event has been a catalyst for further events.

## **7. Restoration & Historic Environment**

This award will be given to a project that demonstrates excellence in restoring and conserving the character and local distinctiveness of inland waterways and their associated structures including, where appropriate, the integration of new elements in a historic context. Projects could include restoration of a historic canal boat or conservation of a canal side building or structure.

## **The Assessment Process**

The assessment process consists of three stages:

### ***Stage 1***

All entries are compiled and disseminated to the assessment panel for the first 'paper based' assessment stage. Each panel member then completes a report on each of the entries they have been allocated.

At the first panel meeting, the whole panel discusses the recommendations made for each entry and agree a long-list of projects that should receive an assessment visit. Panel members then contact the project's main contact to make visit arrangements. Two panel members will attend the assessment visit. Unsuccessful projects will receive confirmation of the result by email shortly after this meeting.

### ***Stage 2***

Following their visits, panel members complete a visit report. At the second panel meeting the reports on all the project visits are discussed and the finalists will be agreed by the panel for each category.

One entry will be identified as the overall winner within each category. At the panel's discretion, one additional project may be identified as a runner-up and a number of commendations within each category may be awarded where the panel decides these projects have demonstrated significant aspects of best practice in their delivery but were exceeded overall by the category winner.

All projects chosen as finalists at this stage will be invited to attend the awards ceremony and dinner in Birmingham on 27 September 2017, when the final results will be announced.

NB The purpose of these awards is to identify and celebrate best practice. Should the panel determine that no finalist project in a category has sufficiently demonstrated best rather than simply good practice, they reserve the right to announce during the awards ceremony that no overall winner has been chosen for that category.

For more information contact:

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