



LIVING WATERWAYS AWARDS 2018

Entry form guidance

*The Living Waterways Awards are open for nominations until **Tuesday 10 April 2018***

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, Culture & Events
- Built Environment
- Engaging Communities
- Heritage & Conservation
- Learning & Skills
- Natural 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, Natural Environment or Water Management 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.

Partners & Volunteers

All projects should have involved the active participation of an appropriate range of partners and/or volunteers. 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. Please also note number of volunteers involved in the scheme, hours contributed, roles/work undertaken and how they helped ensure the success of the project/activity.

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, Culture & Events

We are looking for projects that bring waterways to life and bring people to these waterways. This could be through performance, artwork, sculpture, guided tours, festivals, events etc. Activities and projects should center on and celebrate inland waterways. You should explain how the project raises awareness of our canals or rivers and reaches new audiences.

One-off or annual events such as festivals should demonstrate the long-term benefits that resulted from this event (e.g. increased visitor numbers to the location, increased volunteer participation, or how the event has been a catalyst for further events).

2. Built Environment

This category seeks to identify excellence in waterside physical build or engineering projects. The nature of projects that will be considered is very broad ranging from 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.

Small scale projects centered on individual building or structures will be considered as will large scale, multi-faceted developments. We are also interested in imaginative reuse schemes.

All projects must demonstrate how they have transformed the location – complementing and enhancing the waterway environment – and integrated appropriate design within the surrounding context. 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.

3. Engaging Communities

We are looking for outstanding waterway-based projects that have been developed and led by a community, or that have promoted greater engagement by bringing communities together. You should explain why and how your project demonstrates excellence in community engagement and is open to all, the key outcomes for the community and the organisations involved, the impact on the individuals involved and any wider benefits of the scheme, such as increased awareness of the waterway environment, increased numbers of people using the waterway etc.

4. Heritage & Conservation

Through this award, we seek to recognise a project that demonstrates excellence in restoring, conserving or recording the character and local distinctiveness of inland waterways and their associated structures and artefacts 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, or an interpretation scheme that brings the history of the waterway to life in an innovative way.

Please include a location and site plan with the entry, this helps to tell the story of where the project is located and the relation of the different elements.

5. Learning & Skills

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

You should show how the scheme has improved the skills and / or knowledge-base of the group(s) involved, provided wider social benefits, and / or led to improved personal development and employment opportunities.

You should demonstrate an 'open door' policy, providing opportunities for all to actively participate in training and skills development, thereby reducing social exclusion.

6. Natural Environment

This category will recognise entries that demonstrate excellence in improving, protecting 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.

Eligible projects could include those that have returned brownfield land to a natural state, addressed water conservation issues, reduced risk of flooding, introduced renewable energy technology on an impactful scale, preserved and enriched our natural resources or enhanced the biodiversity of an area.

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 September in Birmingham, 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.

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