



APPLICATION FOR AWARD SCHEME ACCREDITATION

Name of Scheme:

Scheme Organisers:

Address:

Telephone number:

Contact Name:

Scheme Sponsors:

Have you completed the accreditation score sheet?

Yes No

Have you attached an electronic copy of your award details?

Yes No

For first and renewal applications:

How have you paid the accreditation fee of £350 + VAT?

BACS Cheque

For appeals and re-applications:

How have you paid the fee of £50 + VAT?

BACS Cheque

BACS Payments

RSA Bank details

Bank Name: Coutts & Co

Account Name: RSA No. 1 Account

Account Number: 05309476

Sort Code: 18-00-02

IBAN: GB24COUT18000205309476

IBAN BIC: COUTGB22

Please ensure that you quote 'RSA Accreditation + *the name of the award*' when making the payment.

Please make cheques payable to: RSA No1 Account

Please send completed forms as an email attachment to: rsa@imsplc.com

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 ACCREDITATION SCORE SHEET

**N.B. This score sheet should be completed by the scheme organiser and will be scrutinised by the accreditation auditors as a basis for determining if the scheme can be accredited. Please complete carefully and in full.
(To select a check box, please double click on the box and choose the 'checked' option)**

Criteria for Accreditation of Environmental/Sustainable Development Awards

Please note: If documentary evidence is asked for and not provided your application will NOT be accepted

Is this award for environmental improvement or sustainable development

Aims

1A. Is there a clear statement of aims for the scheme? Yes No

*Please provide documentary evidence to support this or state clearly **where** this information can be found in the award literature*

1B. *For sustainable development awards:* Are the aims compatible with an international definition of sustainable development to include environment, equity and economy?? Yes No

*Please provide documentary evidence to support this or state clearly **where** this information can be found in the award literature*

1C. *For environmental improvement awards:* Are the aims compatible with the objective of maintaining biodiversity and having a beneficial effect on the environment? Yes No

*Please provide documentary evidence to support this or state clearly **where** this information can be found in the award literature*

Entry Conditions

2A. Are the conditions for entry clearly stated?

Yes No

*Please provide documentary evidence to support this or state clearly **where** this information can be found in the award literature*

2B. Are the dates for the following clearly stated;

a. entry

Yes No

b. announcement of awards

Yes No

*Please provide documentary evidence to support this or state clearly **where** this information can be found in the award literature*

2C. Are the judging criteria clearly stated?

Yes No

*Please provide documentary evidence to support this or state clearly **where** this information can be found in the award literature*

2D. Do the judging criteria cover the following aspects:

a. innovation

Yes No

b. commitment to achieve by senior staff involved

Yes No

c. quantitative evidence of impact

Yes No

d. future further development

Yes No

e. adoption by others

Yes No

f. special criteria used to select winners

Yes No

*** If yes please specify what they are**

*Please provide documentary evidence to support this or state clearly **where** this information can be found in the award literature*

2E. Are the entry procedures clear?

Yes No

*Please provide documentary evidence to support this or state clearly **where** this information can be found in the award literature*

2F. Is there a well designed entry form seeking succinct information on;

a. the entry

Yes No

b. how the entry meets the judging criteria

Yes No

*Please provide documentary evidence to support this or state clearly **where** this information can be found in the award literature*

Judging

3A. Is there an independent jury with relevant technical competence?

Yes No

*Please provide documentary evidence to support this or state clearly **where** this information can be found in the award literature*

3B. Are the judging procedures clearly set out for the jury?

Yes No

*Please provide documentary evidence to support this or state clearly **where** this information can be found in the award literature*

3C. Is there a defined assessment system for the jury?

Yes No

*Please provide documentary evidence to support this or state clearly **where** this information can be found in the award literature*

3D. Is there an entry standard below which no award will be made?

Yes No

*Please provide documentary evidence to support this or state clearly **where** this information can be found in the award literature*

3E. Does the scheme take account of any history of the entrants' compliance with legislation and regulations?

Yes No

*Please provide documentary evidence to support this or state clearly **where** this information can be found in the award literature*

3F. Does the scheme take note of outstanding legal proceedings and insurance claims against entrants?

Yes No

*Please provide documentary evidence to support this or state clearly **where** this information can be found in the award literature*

3G. Are entries required to meet relevant national and international accreditation standards?

Yes No

*Please provide documentary evidence to support this or state clearly **where** this information can be found in the award literature*

3H. Have conflicts of interest between the scheme's sponsors and organisers and the jurors been avoided?

Yes No

*Please provide documentary evidence to support this or state clearly **where** this information can be found in the award literature*

Scheme Organisation

4A. Are there clear and robust promotion procedures for the scheme?

Yes No

*Please provide documentary evidence to support this or state clearly **where** this information can be found in the award literature*

4B. Are there well organised and efficient procedures for the acceptance, acknowledgement and processing of entries?

Yes No

*Please provide documentary evidence to support this or state clearly **where** this information can be found in the award literature*

4C. Is there an awards presentation ceremony?

Yes No

*Please provide documentary evidence to support this or state clearly **where** this information can be found in the award literature*

4D. Are there effective promotion arrangements for the award winners?

*Please provide documentary evidence to support this or state clearly **where** this information can be found in the award literature*

4E. How long has the scheme been running?

*Please provide documentary evidence to support this or state clearly **where** this information can be found in the award literature*

4E. Has the scheme been running for more than 3 years?

Yes No

For renewal applications

5. How has the scheme changed and developed within the last 3 years of accreditation?

*Please provide documentary evidence to support this or state clearly **where** this information can be found in the award literature*

N.B. Please note when completing the score sheet that the following questions will need to be answered in the affirmative for the scheme to be accredited:

1A, 1B or 1C

2A, 2B, 2C, 2E, 2F

3A, 3B, 3D, 3H

4A, 4B, 4D, 4E

The replies to other questions will be taken into account in considering whether to grant accreditation.