



## 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](mailto:rsa@imsplc.com)

RSA Environment Awards Forum  
Secretariat  
IMS Consulting  
Royal London Building  
42-46 Baldwin Street  
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[www.rsaaccreditation.org](http://www.rsaaccreditation.org)

T: +44 (0)117 325 0612

E: [rsa@imsplc.com](mailto:rsa@imsplc.com)

 **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.*