

Small Project of the Year

Submission Form 2025

**Section 1– Organisation and Project Team Details**

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| **Organisation Name** |  |
| **Office Address** |  |
| **Type of Organisation (LA,** **Police, University, Fire)** |  |

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| --- | --- | --- |
| **Applicant’s****Contact****Details** | **Name** |  |
| **Organisation** |  |
| **Email** |  |
| **Telephone** |  |

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| **Project Team** |
| Architect |  |
| Project Manager |  |
| Engineer(s) |  |
| QS/Cost Consultant |  |
| Clerk of Works/Supervisor |  |
| Structural Engineer |  |
| Electrical Engineer |  |
| Mechanical Engineer |  |
| Principal Designer |  |
| Contractor |  |
| Building Control |  |
| Others (add as required) |  |

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| **Brief procurement route description** *(limit 50 words)* |
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**Section 2 – Project Details**

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| --- | --- |
| **Project Name** |  |
| **Project Location** |  |
| **Web location** | *\*Including a Google Maps/ Bing location is strongly recommended\** |

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| **Contract period:** |  |
| **Construction****Start Date** |  |

|  |  |
| --- | --- |
| **Completion date***(must be between 1st September 2023* *and 1st September 2024)* |  |
| **Overall project value** |  |
| **Contract value**  |  |
| **Gross internal floor area** |  |
| **Type of work (eg. new build, refurbishment)** |  |
| **Project type (eg. school, leisure centre, bridge)** |  |
| **Procurement route** |  |
| **Form of contract** |  |
| **BREEAM score?** | *Where relevant to smaller projects* |
| **Regional contractor framework****(if any) used for delivery** |  |

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| **Brief Project overview** *(limit 100 words)* |
| *The awards are intended to celebrate high quality design in the public sector in Wales.**Small projects can have just as much impact and attention to design and detail as larger ones. There are many* *Excellent small projects which would otherwise pass unnoticed outside the immediate community.**The CLAW Small Project of the Year is designed to recognise these.**As with larger projects, there is often extraordinary care devoted to design and delivery.* *Narrative descriptions/explanation of design themes and how the submission addresses specific contextual and/or functional requirements are strongly encouraged. Where the designs have been prepared by external consultants, submitting authorities are encouraged to contact the consultants to assist with competition submissions.**The judges will be trying to gain an overview of the whole project and background and design processes which underpin it.* |

**Section 3 – Your Submission**

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| **Brief project description** *(word limit 250)* |
| 1. **Please provide one key image that depicts the project**
 |
| **\*\*\*Insert reference to key image** |
| 1. **To assist the panel of judges, please provide additional information in support of your submission that considers the Design and Delivery of the project from inception to completion** *(word limit 1000)*

*The design component is the key element of the submission. Scoring will place specific emphasis on topics including approach & context, design development, environmental design & sustainability and consultation, engagement & social value.**The delivery process is also an important consideration: Scoring will place specific emphasis on a range of topics including procurement route & technical approach and construction sustainability.* *There is a range of other topics which can be included to help give a fuller understanding of the project. These could include subjects like construction phasing, procurement route, technical approach, whole life costing, supply chain, and soft landings.**Projects demonstrating innovation in any aspect of design, construction or delivery will also be recognised.* |
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**Section 4 – Supporting Information**

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| **Please provide the following information in a single Zip archive. Individual files are preferred*** Up to 12 internal and external photographs in jpg or png format of the completed project, including the key image referenced in 3a. These should be sent as separate jpg or png files and not embedded within Word documents
* Drawings in PDF format including, as a minimum, location plan, long and short section and floor plan(s). These must not be embedded within Word documents
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**Submission Requirements**

Submissions should be e-mailed to awards@CLAW.Wales as a single zip archive.

Each submission must be uploaded separately, with the file name indicating the submitting Authority and indicating that the submission relates to the POTY award.

## **Deadline**

The completed submission forms and supporting information should be emailed by midday on Friday 26th September 2025.

## ***Guidance notes***

*It is strongly suggested that submissions do not embed photographs and images within Word documents. This can compromise quality significantly so as to make them illegible.*

*There is no limit to the number of drawings that can be submitted, but it is suggested that only enough drawings are supplied to enable the judges to understand the buildings or response to the brief or site.*

*Submissions should be checked to ensure that word counts and numbers of photographs are not exceeded. The judges reserve the right to deduct marks for submissions or sections of submissions considered to be non-compliant.*

***Checklist***

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|  | *Application form: Project Team* |
|  |  |
|  | *Application form: Procurement Route* |
|  |  |
|  | *Application form: Overview* |
|  |  |
|  | *Application form: Project Description with narrative text detailing identified themes* |
|  |  |
|  | *Key image* |
|  |  |
|  | *Photographs – maximum of 10 no.* |
|  |  |
|  | *PDF drawings including location plan, long and short sections and floor layouts* |

**Thank you for taking the time to enter – good luck!**