



# Applicant Guidelines

## MENA Green Building Awards

# 2024



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## Introduction

The Annual MENA Green Building Awards identify, recognize, and highlight organizations for innovative and outstanding sustainable building principles and practices. They are designed to facilitate greater understanding of the contributions from the construction sector to sustainable development, and lead to exchange of ideas and good practice in sustainability in the Middle East and North Africa (MENA) region.

The **2024 MENA Green Building Awards** Program is composed of **16 professional award categories**.

**The professional award categories for this cycle are:**

1. Award 1: Net-zero Energy Building Project of the Year
2. Award 2: Existing Sustainable Project of the Year
3. Award 3: Sustainable Design Project of the Year
4. Award 4: Healthy Spaces Project of the Year
5. Award 5: Sustainable Retrofit Project of the Year
6. Award 6: Sustainable Facility Management Organization of the Year
7. Award 7: Sustainable Contractor of the Year
8. Award 8: Sustainable Developer of the Year
9. Award 9: Sustainable consultant of the Year
10. Award 10: Sustainable Manufacturer of the Year
11. Award 11: Sustainable Building Product of the Year – Indoor Air Quality
12. Award 12: Sustainable Building Product of the Year – Energy Management
13. Award 13: Sustainable Building Product of the Year – Water Management
14. Award 14: Sustainable Building Product of the Year – Construction Material
15. Award 15: Sustainable Building Research Award of the Year
16. Award 16: Sustainability Training Initiative of the Year

The terms and conditions of the Awards Program and the application process are presented below.

## 2024 Terms and Conditions

1. **Eligibility:** Awards categories are open to all organizations **operating in the MENA region** including public and private sector enterprises, associations, consultants and practitioners.
2. Applications are limited to companies, organisations and institutes and **not individuals**. Individual applicants are encouraged to apply through their respective organisation.
3. **Submissions:** All applications must be completed and submitted online through the EmiratesGBC website. **Once submitted, entries become the property of EmiratesGBC and will not be returned.**
4. **Receipt of Application:** Upon reception, entries will be acknowledged by email. It is the applicants' responsibility to ensure that they have received confirmation of their entry before the closing date as no correspondence will be entertained after the submission deadline.
5. **Proof of Entry:** In relation to the above-mentioned point, any proof of sending via email or post will not be acknowledged in place of the official receipt/confirmation.
6. **Application and Supporting Material:**
  - Filled online application form, relevant to the category selected;
  - One (1) comprehensive supporting document; supporting material will play an important role in the judging process as they will assist the decisions of the judging panel. Material may include Reports, Brochures, Sales Figures, Brand Media Coverage, Clippings, Photos, Research Documents and Testimonials. **Promotional or marketing items will not be considered relevant to support the application and illustrate results.** All materials received by EmiratesGBC will be retained. Kindly be aware that the supplementary documents must not surpass a length of 10 pages.
  - **For UAE applicants only** – All UAE applicants are required to submit their Tax Registration Number (TRN) certificate for invoice and payment purposes.
7. **Language:** All applicants should include their Company Name and Project Names in both English **AND** Arabic. The Award application can be made in English or Arabic. Entries in any other language will not be considered.
8. **Timeline for Submission:** Applications' window opens on the 29<sup>th</sup> of April 2024. All applications must reach EmiratesGBC before midnight (UAE time) on **15<sup>th</sup> of July**.
9. **Verification:** Judges reserve the right to audit any information supplied. If required, applicants may be subjected to further evaluation processes including meetings, site visits and submission of reports and technical datasheets. Applicants that are not able to provide sufficient and relevant information during this verification process will be penalized through the Award's rating system.
10. **Results:** Entries will be reviewed by a Judging Panel that will assess and rate the applications, determine the shortlisted applications, and designate the Awards winners. Finalists will be notified

in October, and the winners will be chosen from the shortlist and announced at the Gala Awards Ceremony to be held in **October 2024**.

11. **Judging:** The jury's decision is final and no correspondence or communication will be considered following its final decision. The results and grading details are confidential and will not be shared.
12. **Feedback:** Companies can ask the Judges for feedback on their application by sending a request by email to the EmiratesGBC Office Team including specific questions. In view of the confidential nature of the grading details, it is the Judges' discretion to provide an answer or reject the request.
13. **Publicity:** Applicants are responsible for appropriate arrangements to protect any intellectual property associated with their applications, as winning applications will be subject to publicity. Winners are requested to participate in event publicity. It should be noted that information used in the online application form may be used for communication purposes.
14. **Other:**
  - a. EmiratesGBC reserves the right to withdraw an Award from any applicant supplying false information within their application.
  - b. EmiratesGBC will review the submitted application to ensure all the required documentations (see mandatory documents) have been submitted.. EmiratesGBC reserves the right to decline applications not under the right category or not meeting the requirements as set out under the category requirements and mandatory submission documents.
  - c. Information given for the online entry form application may be used for communication purposes.
  - d. EmiratesGBC will use all reasonable endeavours to maintain the confidentiality of an applicant's submission, however it will not accept liability otherwise.
  - e. By submitting the online application form and supporting documentation, the applicant agrees to the above terms and conditions.
  - f. Should two or more organizations wish to submit an application, covering the same project under a same Award category, they should be strongly advised to apply together as one application, to be awarded jointly should the project win.
  - g. In case an application covers a project that was already submitted in the past EmiratesGBC Awards cycles, **it is critical that the content shows qualitative and quantitative improvements**. If this is not addressed, EmiratesGBC reserves the right to disqualify the application.

## Entry fees

- **Fees:** Payment in full must accompany each Awards entry. Entry fees are not refundable.

525 Dirhams for first application, 262.5 Dirhams for each supplementary application (inc. of 5% VAT

*Example:*

*Organization A applies for 1 Award category, fees to be paid: 525 Dhs.*

*Organization B applies for 2 Award categories, fees to be paid: 525 + 262.50 =787.50 Dhs.*

*Organization C enters 2 applications into the same category, fees to be paid: 525 + 262.50 =787.50 Dhs.*

- **Mode of Payment:** Entry fee is payable online through the EmiratesGBC website, by cheque, or cash, or bank transfer to EmiratesGBC. Applicants should contact the EmiratesGBC office to receive bank details, which will be provided at time of invoicing.
- **For international bank transfers:** The bank fees related to international transfer and currency exchange should be entirely borne by the applicant who should do the necessary arrangements in coordination with his/her banking establishments. In case of any issue, the EmiratesGBC Office should be notified as soon as possible. Should the payment not be completed by the payment deadline, EmiratesGBC reserves the right to disqualify the application.
- **Payment and deadline:** The entry fee(s) needs to be paid upon successful submission(s) to the relevant category(ies) through the EmiratesGBC website or within 2 weeks if using the other modes of payment. In case any delay occurs in the banking process, the EmiratesGBC Office should be notified at the earliest and a copy of the payment statement should be provided to confirm the payment has been processed as per the announced deadline. In case the payment is not processed and received as per deadline, the application will be disqualified.

## Mandatory documentation - Checklist

It is critical that your application fulfils the following requirements to be considered for the review and rating by the Official Judges. Based on the above-mentioned Terms and Conditions, EmiratesGBC will not be responsible for any missing documentation or misunderstanding on the requirements.

Your application includes the following:

1. Online application form available on the EmiratesGBC website

One (1) comprehensive supporting document; supporting materials will play an important role in the judging process as they will assist the decisions of the judging panel. Material may include Reports, Brochures, Sales Figures, Brand Media Coverage, Clippings, Photos, Research Documents and Testimonials. Promotional or marketing items will not be considered relevant to support the application and illustrate results. All materials received by EmiratesGBC will be retained. **Kindly be aware that the supplementary documents must not surpass a length of 10 pages.**

2. **For UAE applicants only** – All UAE applicants are required to submit their Tax Registration Number (TRN) certificate for invoice and payment purposes.

3. Fees: Payment in full must accompany the successful application entry (See Terms and Conditions for details).



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