Please see the guidance notes at the end and send your completed form and photos to corporatel@wildlifebcn.org

Closing date: **31 May 2019**

|  |
| --- |
| Company name:  Company address:  Contact name:  Contact email:  Contact telephone: |

Please indicate which category or categories you would like to enter:

* Best Wildlife Sighting at Work
* Best Employee Engagement for Wildlife at Work
* Best Use of Recycled Materials for Wildlife at Work
* Best Wildlife Garden at Work 2019
* Best Wildlife Sighting at Granta Park by employees based on the site

This award is kindly sponsored by Granta Park, Cambridge and is open *only* to employees who are based at Granta Park



**Project details**

What have you have been doing on your workplace grounds for wildlife?

**Project impact**

What has been the impact of the project on local wildlife, staff and the wider community?

**Staff engagement**

How did your colleagues engage with the project?

**Moving forward**

Are there plans to continue or even develop what you’ve done?

**Photographs**

Please send as an attachment to your entry by email.

**Guidance notes**

The Wildlife Gardening at Work Awards celebrates the efforts made by staff to benefit wildlife at their workplace. We want to hear about what you have been doing, what impact it has had and how colleagues have become engaged. Please use these notes to help you complete the entry form.

**Project details**

Please tell us as much information about your project as possible.

* What have you been doing to benefit wildlife?
* What improvements have you made to your site? Have you put up bird boxes, planted wildflowers, composted kitchen waste, created a pond?
* How did you plan and carry out your project?
* What size is your wildlife space? Please put this into context e.g. planting wildflower seeds in window boxes may seem a small project, but not if you only have a few square feet.

**Project impact**

* Please tell us about the wildlife you have seen since you started the project. Has this been an increase? Have you seen different species?
* What impact has the project had on your staff? Have they been motivated to do more for wildlife?
* Have they been inspired to do more for wildlife in their own gardens?
* Has your project inspired other companies to do something similar?

**Staff engagement**

* Did they get involved in the planning stage?
* Do you have a regular group that meets to discuss the project?
* How do you keep staff up-to-date with the project? Do you include features in your staff newsletter or website?
* Do staff use and enjoy the space?
* Are staff responsible for on-going maintenance?
* Do they monitor or record the wildlife they see around the site?
* How many people are involved? What percentage of your total workforce is this?

**Moving forward**

We would like to hear about what measures you have put in place to ensure the sustainability of your project. Are you maintaining it on a regular basis? Do you have any plans to develop the project further?

**Photographs**

Don’t forget to take before, during and after photographs, and include descriptions of what is shown in each photograph.

**Please send completed forms and photos to corporate@wildlifebcn.org**

**Closing date: 31 May 2019**

**Thank you and Good Luck!**