

## CALL FOR ENTRIES FOR THE BUILDING ENERGY CHALLENGE

COLLABORATION AWARD COMPETITION RULES  
ENTRY DEADLINE: FEBRUARY 28, 2019

### IT'S TIME TO SHINE!

The Building Energy Challenge awards celebrate the collaborative practices, commitment, positive impacts and the progress their initiatives have made. Landlords and tenants will be recognized for their leadership in energy efficiency, collaboration and innovation.

#### CONDITIONS OF ELIGIBILITY

Candidates entering the Collaboration Award category must submit their entry via email to [info@defienergie.ca](mailto:info@defienergie.ca), prior to Thursday February 28, 2019

These entries must be tied to an existing participating building/portfolio and all required entry fields must have been completed in order to be eligible.

#### COLLABORATION EXCELLENCE

The Collaboration Award honours the spirit of the race, in promoting collaboration between landlords and tenants to achieve mutually beneficial outcomes (verifiable success). Those that receive this award will have demonstrated collaborative efforts to bring together and engage one or more stakeholders around issues pertinent to energy efficiency and sustainability. By working together both landlords and tenants can achieve more than if either group worked alone. Leaders will prove to the industry that engaging and collaborating with stakeholders and creating new conversations can drive real improvements in building performance.

**Good luck to all participants !**



## APPLICATION PRESENTATION

### Possible score: 40 POINTS

Entrants will answer questions related to four criteria sections: COLLABORATIVE PRACTICES, ENGAGEMENT, POSITIVE IMPACT & TENANTS (maximum 350 words per section).

#### A. DEMONSTRATION OF COLLABORATIVE PRACTICES (UP TO 10 POINTS)

Collaboration between landlords and tenants is central to the race. The demonstration of collaborative practices will be a key aspect when scoring these entries. Judges will look for efforts that embody this collaborative spirit of the race, not only with landlords and tenants, but with other potential stakeholders, vendors, non-profit, or government organizations.

**In 350 words or less, summarize your collaborative tactics, considering:**

- What incentives or tactics have been created to drive tenants participation?
- How many different tenants engaged?
- Are there clear indications of collaborative efforts that go beyond typical landlord – tenant relations? (Attach a list with signatures or signed engagement letters)
- Did both parties demonstrate genuine effort through time and/or resources?
- What type of consultancy and stakeholder engagement was undertaken as part of the collaboration process?
- How did the project align with the participating organizations' overarching goals and objectives?
- Were occupants of the building impacted? If so, how? Why?

#### B. ENGAGEMENT (UP TO 10 POINTS)

Provide a description of existing engagement programs and how these efforts integrated or built on that (if applicable). Summarize the strategy to engage tenants, the desired outcome and what metrics would be used to measure success.

**In 350 words or less, summarize methods of engagement, considering:**

- What were the impacts of the project?
- What was the direct impact of your efforts? Can you report any long-term benefits?
- How did you communicate with your targets? (i.e. internal memos,



newsletters, advertising. Provide examples in your entry document)

- Will current engagement efforts be maintained and/or grow? How? Does your organization plan to roll out efforts identified in this entry at other properties? If so, why? (or why not?), when and where?

### C. POSITIVE IMPACT (UP TO 10 POINTS)

This section explores other positive impacts that were realized as a result of your efforts. Provide metrics used to gauge success and supporting background detailing quantifiable results to support your case.

**In 350 words or less, summarize other positive impacts, considering:**

- Describe how your strategies can be directly related to collaborative excellence.
- Outline specific positive impacts achieved as a result of your effort.
- Provide supporting evidence detailing how your initiative would have a positive impact and assist others if presented as a case study.
- Can you provide testimonials or feedback from key stakeholders addressing positive aspects of the program and their thoughts on continuing with it and building on existing efforts.

### TENANTS SECTION (UP TO 10 POINTS)

➔ **This section is to be completed from your tenants point of view.**

**In 350 words or less, summarize your collaborative tactics:**

- What incentives or tactics have been created to drive employee participation?
- Were occupants of the building impacted? If so, how? Why?
- Will current engagement efforts be maintained and/or grow? How? Does your organization plan to roll out efforts identified in this entry at other properties? If so, why? (or why not?), when and where?



## ENTRY SUBMISSION

Your entry should be organized as one digital file that identifies the four (4) assessment areas above.

Any relevant proof of performance, supporting materials, graphs, charts, photographs, collateral materials produced within the eligibility period that document your effort and its results may be included.

File format: Word document or PDF.

We recommend concise and condensed submission content to support your claims, however to accommodate executive summaries, reports and imagery and support materials, a maximum of 10 pages is allowed.

**Maximum 10 pages, including supporting documents**  
**Maximum file size: 20MB**



## APPLICANT FORM

- Include your entry form as the first page to your entry
- Email the completed entry to [info@defienergie.ca](mailto:info@defienergie.ca), entitled COLLABORATION AWARD SUBMISSION – NAME OF YOUR BUILDING

**Note: This page will not be seen by judges, but will BE used by the Building Energy Challenge program management to track entries.**

All entries will be anonymized. As such please refrain from using specific company names, addresses, etc.. in your application (other than this page or appendices). Project specific, administrative information, will be captured on this form.

**Organization name:**

**Building name:**

**Complete address of the building:**

**Tenants involved:**

**Key contact for the submission:**

**Email:**

**Phone number:**

**For assistance & entry process enquiries, do not hesitate to contact :**

Marie-Claude Fontaine  
Building Energy Challenge Coordinator  
514 282-3829, ext. 2007  
[info@defienergie.ca](mailto:info@defienergie.ca)

**Thank you for your commitment and good luck!  
We look forward to celebrating with you at the awards  
presentation 2019.**

