**2021 Master Builder Awards – Nomination responses template**

**Project category questions**

*Nominations for the 2021 Master Builder Awards must be submitted online through the FMB website. This template is to help you draft your responses to the nomination questions, but it cannot be submitted as an entry. Draft responses can be copied from your Word document and uploaded to the nomination form on the website for submission when ready.*

 ***Applicable to all ‘project’ categories including:*** *Small Renovation Project, Medium Renovation Project, Large Renovation Project, House Builder Award, Kitchen Project, Bathroom Project, Commercial or Public Sector Project, Sustainability Award.*

**Date project commenced (mm/yyyy):**

**Date project was completed (mm/yyyy):** *The project must be completed between 1 January 2019 and 1 January 2021*

**Project location (general geographical location, not exact address):**

1. **What was the main objective of the project?**
Please provide a brief overview of the project including what type of project it was (e.g. extension), what was the main objective and who was responsible for the design process? (max. 150 words)
2. **What are the key highlights or outstanding features?**Please provide a brief overview of the key project highlights and/or outstanding feature(s) that make this project unique. (max 200 words)
3. **What challenges were overcome?**
Please provide a brief overview of the main challenges to delivering the project and how they were overcome including how you minimised environmental impacts of development\*\*. This may include technical challenges, expected or unforeseen issues, deadlines, changes to original plans, etc

*\*\*If you are entering the sustainability award, there is more space to expand on the environmental features of the project in a question below.*

1. **How did you manage key relationships?**Please provide a brief description of how you managed relationships with your client and other stakeholders (e.g. architect, neighbours, etc) throughout the project (e.g. how did you manage expectations?). (max 200 words)
2. **Please provide a testimonial from your client.**We encourage you to submit a testimonial from your client to support your nomination. For example, this could include your client’s\*\* feedback on the building process, the highlight of the project, and why they enjoyed about working with you. <

\*\*Please provide your client’s name and state that they would like to remain anonymous.

1. ***Why should this project win the Master Builder Award?***

Please share any additional comments you'd like to make about this project. *(max 200 words)*.

**Images**

Please submit a minimum of five (5) high resolution, good quality photos of the project. We encourage you to include images to show before and after construction where possible. Photos must be at least 2MB file size and should be in focus and have good lighting.

**Additional questions for Sustainability Award only**

1. **In what ways does the project reduce impact(s) on the environment?**Please provide a brief description of the measures taken to reduce the impact(s) during the build and the long-term benefits of the measures introduced. Examples include use of renewables and energy efficient systems; waste management practices; lease specify any known or projected reductions in emissions and energy consumption; use of local and/or recycled materials; or through the application of innovative/Passive design, materials, or technology, etc. (max 400 words)
2. **Please provide any third-party evidence to support your nomination.**
Documents are intended to demonstrate the validity of your project as a sustainable development and will not be the deciding factor in judging.Examples may include: evidence of kWh/m² usage, Energy Performance Certificate (preferably before and after for renovations), Passivhaus certification, BREEAM, Carbon Trust standard, etc. *Optional question.*