



# 20<sup>th</sup> Annual BEST Awards

*Businesses for an Environmentally Sustainable Tomorrow*

## Products or Services Application

### Overview

The winning company produces a product or service that offers significant social, environmental and economic benefits over traditional alternatives. The product or service should be sustainably produced. The winning company will also exhibit leadership in promoting sustainability to others and be committed to the advancement of social equity in the community.

In the context of sustainability, social equity means that businesses take into account the well-being of the people and the communities in which they operate. A socially equitable, environmentally and economically sustainable business is one that:

- Preserves the environment by minimizing consumption of resources, reduces waste and uses local sources for goods and materials;
- Creates long-term, living-wage opportunities for workers and enhances the quality of life in the local community; and
- Emphasizes broad access to goods and services.

### Application Guidelines

Companies may only submit **one application**. Do not submit applications from the same company for multiple categories. If you have questions about which category best fits your company, please contact us: [info@sustainabilityatworkpdx.com](mailto:info@sustainabilityatworkpdx.com) or 503-823-7037.

Past winners may not reapply in the same category for five years. This does not apply to past winners in the Products or Services category, who may reapply for new products and services at any time.

Non profits may apply. Government agencies are not eligible.

Applicants must be located within the Portland Metropolitan Statistical Area (PMSA) as defined by the U.S. Census Bureau. The PMSA includes these seven counties: Clackamas, Columbia, Multnomah, Washington and Yamhill counties in Oregon and Clark and Skamania counties in Washington. Companies with headquarters or operations outside of Portland should base their response on operations conducted within the Portland Metropolitan Statistical Area (PMSA).

[info@sustainabilityatworkpdx.com](mailto:info@sustainabilityatworkpdx.com)  
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503-823-7037



**Bureau of Planning and Sustainability**  
Innovation. Collaboration. Practical Solutions.

City of Portland, Oregon  
Sam Adams, Mayor • Susan Anderson, Director



## Application Instructions

### **Step 1: Prepare your written application and images**

- Fill in all questions in the application unless they do not apply to your company.
- Character limits are specified for each question; your response must not exceed these limits.
- Save your completed application in Word format. Rename the document with your company name (Rename BEST Practices.doc as CompanyName.doc).
- If you do not have Microsoft Word, contact us for assistance: [info@sustainabilityatworkpdx.com](mailto:info@sustainabilityatworkpdx.com) or 503-823-7037.
- Prepare a minimum of one, and up to three, electronic images to include with your application. Preferred file format is .jpg and images should be 150 ppi at approximately 5" x 7" (maximum file size of 2 MB each).
- We recommend photos of staff, green teams, green features and practices, events or other images that showcase your company and its sustainable achievements.
- Images may be used for BEST Awards print or electronic materials, BEST Awards slideshow or other program materials. If a credit line is required, please include that information either in the file name or in your application response.

### **Step 2: Submit your written application and images**

- Submissions must be received by **5pm on Friday, February 10<sup>th</sup>, 2012**.
- Email your completed application in Word to [info@sustainabilityatworkpdx.com](mailto:info@sustainabilityatworkpdx.com).
- Attach your images to the e-mail. Do not imbed images into your application document.
- **Do NOT send a zip file.**
- To submit a hard copy, either mail or deliver a paper copy of your response with a CD of your images to: 2012 BEST Awards, City of Portland Bureau of Planning and Sustainability, 1900 SW 4<sup>th</sup> Ave., Ste 7100, Portland, OR 97210

### **Step 3: Confirm application has been received**

- You will receive a confirmation e-mail within two business days from when your application was received.
- If you do not receive a confirmation within two business days, contact us at [info@sustainabilityatworkpdx.com](mailto:info@sustainabilityatworkpdx.com) or 503-823-7037.
- Award winners will not be notified in advance of their status. Each applicant will receive one free ticket to the BEST Awards event on April 25<sup>th</sup>.

## Company Information

Company name:

Contact name (for application and event correspondence):

Phone number:

E-mail:

Mailing address:

Web site:

Number of employees company-wide:

Number of employees in the PMSA:

## **1. Product or Service overview**

Please provide a brief description of your product or service. Include how long you have been producing your product or offering your service. Also include a brief overview of your company if you produce more than the product or service discussed here.

(2,000 character limit)

## **2. What environmental benefits result from customer use of this product or service?**

Examples include reduction in energy, water, transportation, waste and pollution.

(3,500 character limit)

## **3. What social or community benefits result from customer use of your product or service?**

(3,000 character limit)

## **4. Describe your efforts to minimize the social and environmental impact of producing this product or service.**

(3,000 character limit)

## **5. What measures have you taken as a company to ensure your product or service is accessible to consumers with a wide range of income levels?**

(3,000 character limit)

## **6. Describe how customers and employees are informed of, and engaged with, sustainability within your company and/or product or service.** (3,000 character limit)

## **7. Describe any sustainable activities or practices that distinguish your product or service from others in the same sector or industry.**

(3,000 character limit)

## **8. Describe how your company has encouraged adoption of sustainable practices among suppliers and peers.**

(3,000 character limit)

## **9. Additional Information**

Please add anything else you would like our judging team to know about your company.

(1,500 character limit)

## **10. Recognition**

Has the product or service received other recognition? From whom?  
(1,000 character limit)

## **11. Red carpet introduction**

Please provide a short overview of your product or service that you would like read to the BEST Awards audience if your product or service wins. Include a description of your product or service and the key social, environmental, and economic sustainability practices you want the audience to know about your product or service.  
(500–700 character limit)