**APPLICATION FORM**

**2024 YORK CHAPTER ENGINEERING PROJECT OF THE YEAR AWARD**

**(Submit this form by email to awards@peoyork.com by 11:59 pm EST on January 24, 2025)**

Notes:

1. **The project submission should be no more than 5 pages of text (within this form); up to 4 additional pages of illustrations and/or photographs may be attached (for a total of up to 9 pages).**
2. For the submission to be considered **a project**, there must be a clear start and end, with a product, service or result.
3. The project must be complete or substantially complete (i.e. sufficiently designed, constructed or manufactured) within the Award year.
4. The project will be evaluated on the following four criteria and compared with projects in the same category:
5. Innovation, Technical Merit and Distinction (25%)
6. Environmental and Social Sustainability (25%)
7. Commercial Viability (20%)
8. Impact on York Region and/or its Neighbouring Communities (GTA) (30%)
9. Project details submitted must include only publicly available information. If your project is of a proprietary nature and cannot be described without revealing sensitive information, you may wish not to apply.
10. York Chapter reserves the right to update/make modifications to this award, including projects categorization; any changes will be communicated to the applicant.
11. For the finalists’ presentations, the presentation time slot selection will be provided to finalists in the order in which their application form was received (i.e. a project whose application form was submitted earliest gets first pick of a presentation time slot within their project category).
12. Please carefully read the Chapter’s Engineering Project of the Year Award [page](https://www.peoyork.com/awards/engineering-project-of-the-year-award-2024/) for further details.
13. Please delete the text highlighted in grey to save space in the submission of this form to PEO York Chapter.

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| **Company Name:**  |  |
| **Company Address:**  |  |
| **Company Website:**  |  |
| **Project Title:**  |  |
| **York Member Referral** (if applicable):  | Name:  | PEO #: |

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| **Project Manager/Lead (Primary contact for correspondence related to this competition)**  |
| **Name:** |  |
| **Position/Title:**  |  |
| **Contact Phone#:**  |  |
| **Email:**  |  |
| **PEO #** (if applicable)**:**  |  |
| **Project Engineer (A licensed Professional Engineer in Ontario who can respond to the technical aspects of the project)** (If same as Project Manager/Lead, put “Same as Project Manager/Lead” in name box and “N/A” in the other 3 boxes) |
| **Name:** |  |
| **Position/Title:** |  |
| **Email:** |  |
| **PEO #** (required)**:** |  |

**About the Company & Project**

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| **Your Company’s Main Business/Industry:**(Automotive, Product Design, Information Technology, Software, Computer, Transportation, Infrastructure, Consulting, Energy, Utilities, International Business, Green Energy, Environmental, etc.):  |
| **Combined Number of Employees in All Offices within the GTA and York Region** (Please provide the best available estimate to help with project category classification.)**:** |
| **Select employee number classification (< 50 emp / 51-249 emp / 250-499 emp / > 500 emp):**  |
| **Project Start Date:** *(mmm-dd-yyyy)* |  |
| **Percentage of Completion:** |  |
| **Substantial Completion Date (please see Note #3 above):** *(mmm-dd-yyyy) e.g. Nov-27-2024* |  |
| **Number of Employees on Project Team (across All Offices)** (Please provide the best available estimate to help with project category classification)**:**  |  |
| **Approximate Project Value:** *(in CAD)* |  |

**About the Project**

**The 80-Word Project Summary***(The 80-word summary of the project will be used for communications for the Engineering Project of the Year Awards. It is also used by PEO York Chapter to showcase engineering projects to the public. Please use plain language and avoid technical jargon where possible. The summary should include: The client and the client’s objective, project complexity and/or use of innovation, and the project’s social, economic and/or environmental benefits.):*

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**Project Description***(Please describe your project in detail in relation to the 4 evaluation criteria. This section is the most crucial part of your submission. You may attach drawings, photographs, illustrations, etc., at the end of your application to supplement your input. Guiding questions for the criteria are as follows):*

1. *Innovation, Technical Merit and Distinction (25%)*
* *(How does your project demonstrate the innovative application of engineering principles, techniques, or technologies. How is it different from similar projects of its type?):*

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1. *Environmental and Social Sustainability (25%)*
* *(How does your project address environmental sustainability issues? What are the societal and/or social benefits of your project?):*

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1. *Commercial Viability (20%)*
* *(How does your project address a need? What is the completion status of your project phase or product phase? How cost-effective is your project throughout its life cycle (i.e. design phase, to production or construction phase, through to operation phase)? How profitable and reliable is the project and/or product?):*

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1. *Impact on York Region and/or its Neighbouring Communities (GTA) (30%)*
* *(What are the benefits that the project brings to York Region and/or its Neighbouring Communities (GTA)? What are the key impacts of your project on the community. For instance, what are its economic impacts – e.g. increased economic growth and employment levels? How does it enhance the image of York Region/GTA, e.g. help new immigrants to settle in the region, addresses affordable housing, supports quality health care, mitigate traffic congestion, etc.):*

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**Project Deliverables***(What will your customers expect to receive if your project has been, or will be, successfully completed on time and on budget?* *Will be considered under all four evaluation criteria and also used for communications for the Engineering Project of the Year Award.):*

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**Challenges***(Describe any unexpected challenges or obstacles that your project team has had to overcome to ensure successful completion of the project objectives. Will be considered under all four evaluation criteria and also used for communications for the Engineering Project of the Year Award.):*

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**Additional Information**

*(Please use this space to provide any additional details in support of your application):*

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