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**APPLICATION**

**CSR BEST PRACTICES AWARDS**

**2025**

**AN INITIATIVE BY CSR CYPRUS**

**IN COLLABORATION WITH THE**

**AUTHORITY FOR COOPERATIVE SOCIETIES**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| *Please fill out this application after reviewing the relevant Guidelines.*Deadline: Applications must be submitted online (with the signed CEO's or representative's statement) by **June 20, 2025, at 17:00**. All applications must have the organisation’s stamp.Only the applications that get 60% of the evaluation score or higher are eligible to participate in the Awards.There are threecategories: **Α)** Large Enterprises**B)** Medium Enterprises**C)** Small and Very Small Enterprises. For the classification of the participating enterprise into the above categories based on its size, both criterion (A) AND one of the criteria (B) or (C) must apply, as outlined in the table below, according to the European Commission’s definition of entity size. [[*ΕU 2003/361*](http://ec.europa.eu/growth/smes/business-friendly-environment/sme-definition_en)]

|  |  |  |  |
| --- | --- | --- | --- |
| **CATEGORIESFOR PARTICIPATION** | **1.** | **2.** |  **3.** |
| **CRITERIA: apply (Α) AND either (Β) or (C)**  | **LARGE**  | **MEDIUM**  | **SMALL**  | **VERY SMALL**  |
| **(Α) Staff headcount** | > 250 | 50 to 249 | 10 to 49 | < 10 |
| **(Β) Total assets (property assets)** | >€43 mil. | ≤ € 43 mil. | ≤ € 10 mil. | ≤ € 2 mil. |
| **(C) Net turnover** | >€50 mil. | ≤ € 50 mil. | ≤ € 10 mil. | ≤ € 2 mil. |

Please select the category, taking into account the above table for entity size classification.If your initiative involves collaboration between multiple enterprises (e.g., a large company and a small one), you must decide which organization will submit the application to participate in the relevant category.

|  |  |  |  |
| --- | --- | --- | --- |
| **COMPANY CATEGORY** | **1.** | **2.** | **3.** |
| **LARGE**  | **MEDIUM**  | **SMALL**  | **VERY SMALL**  |
| **Select by adding the symbol [ ✓ ]** |  |  |  |  |

This application is applicable to all participation categories. All sections below must be fully completed.

|  |  |  |
| --- | --- | --- |
| **Ι.0** | **Practice Title** |  |

**Basic Organisation Information:** |
| **I.1** | **Name***The company's name should clarify its legal form.* |  |
|  |  |  |
|  **Ι.2** | **Trade Name**  |  |
|  |  |  |
|  **Ι.3** | **Parent Company** (if applicable) |  |
|

|  |  |  |
| --- | --- | --- |
| **Ι.4** | **Sector of Economic Activity** |  |

|  |  |  |
| --- | --- | --- |
| **Ι.5** | **Number of Employees** |  |
|  | **Total Assets** |  |
|  | **Turnover** |  |

**Ι.6 Contact details of the primary contact person for communication** |
|  |
|  | **Full Name** |  |
|  |  |  |
| **Position/Title** |  |
|  |
|  |  |
| **Email**  |  |
|  |  |
|  | **Contact Phone Number** |  |
|  |  |  |
| **Ι.7 General contact details of the Enterprise***If they are the same as those in Section I.6, leave the following fields blank.* |
|  | **Press Office / Name of the person responsible for communication with Media** |  |
|  |  |  |
|  | **Press Office / Email** |  |
|  |  |  |
|  | **Press Office / Phone Number** |  |
|  |  |  |

# ΙΙ. General overview of the Organisation and the Practice

|  |  |
| --- | --- |
|  | This section is not scored, but the information provided will help give an objective overview of your organisation and the Practice for which you are submitting this application. |
|  |  |   |
| **ΙΙ.1** | **Brief description of the Organisation** (max: 100 words). |  |
|  |
| **ΙΙ.2** | **Brief description of the Practice: Explain the Practice and its results concisely and clearly, ensuring that they are interconnected.**(max: 500 words) |  |
| **ΙΙ.3** | **Brief mention of any partners you collaborated with within the framework of the Practice**(max: 250 words) |  |

# ΙΙΙ. Detailed Information of the Practice

For additional information/clarifications related to filling out this section of the Application, please refer to the Application Guidelines, pages 4-7.

## Α. Strategic Approach

**(20% of the overall score)**

Briefly describe how the Practice is connected to:

1. The organization’s CSR Strategy (10%).
2. The UN 2030 Agenda and the Sustainable Development Goals (SDGs), including specific targets, if applicable (10%).

(max: 1000 words)

## Β. Implementation

**(15% of the overall score)**

Briefly provide information on the implementation of the Practice in relation to:

1. Leadership commitment and compliance (5%).
2. Resources utilized for implementation and any relevant details about the overall management of the process (5%).
3. Promotion and communication efforts to ensure effective implementation (5%).

(max: 1000 words)

## C. Innovation

**(20% of the total score)**

Describe and justify whether the Practice, or specific aspects of it, are innovative.

(max: 500 words)

## D. Results

**(45% of the overall score)**

*This is the most important section of the application as it focuses on the outcomes of the Practice.*

## D.1 Social or/and Environmental Benefits

**(30% of the overall score)**

Provide specific qualitative and quantitative data on the benefits for all involved parties, as well as the broader impact on beneficiaries. Where applicable, include the wider positive effects on society and/or the environment.

(max: 1500 words)

## D.2 Business Benefits

**(15% of the overall score)**

Provide specific data and information on the benefits the organisation has gained from implementing the Practice. This may include improvements in areas such as employee engagement, company culture, business partnerships, product development etc.

(max: 1000 words)

**Name of person submitting the Application:**

**Signature:**

**Date:**

**Company seal:**

#  Statement from the CEO/ or designated representative

|  |  |
| --- | --- |
| Category name in which you participate | **CSR Best Practices Awards** Large Enterprise / Medium Enterprise / Small or Very Small Enterprise(Cross out the options that do not apply) |
| Name of the participating Organisation |  |
| Name of the Organisation’s executive signing the statement |  |
| Position (Chairman, CEO, or equivalent executive) |  |
| Statement of the Organization's status | I hereby solemnly declare that the aforementioned company has no outstanding tax or Social Insurance Fund obligations, has not been convicted of corruption, fraud, or other criminal activities, does not engage in child labor, is not in bankruptcy, and has not committed any serious professional misconduct that could compromise its integrity. |
| Declaration | I have read and understood the terms of participation in this Application, as well as the related document containing the application guidelines. I confirm that the Application meets the eligibility criteria and that the representation of our work in this field is accurate and complete. |
| Signature - Seal |  |
| Date |  |