

Submission Checklist

Holcim Foundation Awards 2025

1. General Project Information

All mandatory fields are marked with an asterisk (*). If the status bar at the top of the page is not at 100%, please review the page and update the content accordingly.

2. Sustainability Goals

You must provide a text response to each topic in the **Sustainability Goals** section. The character limit for each segment is 750 characters (including spaces).

Data Sheet (Optional)

The Data Sheet provides additional information on your project and helps the jury evaluate its merits holistically. If you choose to include it:

- Download the [Data Sheet Template](#)
- Use the [Data Term Definition Document](#) to assist in preparing your response

3. Project Images

Your entry must include 8 mandatory images:

- 1 Team photo
- 1 Hero image
- 6 Architectural drawings

Additionally, you may upload up to 9 optional images:

- 3 Optional architectural drawings
- 6 Optional renderings

For guidance on preferred content, click the (“i”) information icon in the Project Image Upload tab.

Technical requirements for images:

- Minimum size: 2,400 x 1,800 pixels (*Images larger than 8,192 pixels will be resized*)
- Maximum file size: 25MB
- Accepted formats: .jpg, .jpeg, .gif, .png
- Ratio: No restrictions (landscape, portrait, square, etc.)

4. Team Members

Email Verification

All **Main Authors** must verify their email before submission. Each email address listed will receive a verification email with a confirmation link.

Project Client

A representative of the commissioning and funding entity must be listed as the Client in the Team Members tab.

Steps to assign a Client:

1. Select "Client Team" from the Project Team dropdown.
2. Assign a project role and viewing/editing rights.
3. Provide the client representative's contact details.

Important:

- Clients do not need to verify their email before submission.
- If a Main Author is also listed as the Client, their email must be verified.
- The Holcim Foundation may contact the Client for project verification if the entry is nominated for a prize.

Prize Money Distribution

All team members must agree on the **prize money allocation** before submission. Each person can be assigned **0–100% of the total prize money**, but the total allocation must equal **100%**.

- Set the distribution in the **Project Team** tab.

5. Final Confirmation

Submission Process:

1. Click the **Project Images** tab.
2. At the bottom of the page, click **Submit Project**.

Check

Before submitting, ensure all content is final, as edits will no longer be possible after submission.

You can generate the application PDF to preview your submission (optional), which may take several minutes to generate and download.

If no further changes are needed, check the confirmation box at the bottom of the screen and click "Continue."

Accept Terms

By submitting your project, you agree to the [Terms and Conditions](#) of the competition.

If you agree to these terms, check the confirmation box and click "Continue."

Your submission will then be completed.