

GUIDANCE NOTES FOR PARTICIPANTS

The Green Gown Awards Australasia recognises positive initiatives undertaken by tertiary education institutions to become more sustainable. They are run and administered by Australasian Campuses Towards Sustainability (ACTS).

The Awards are free and open to all tertiary education institutions including universities, TAFE, polytechnics and Registered Training Organisations (RTO), with the following exceptions:

- The ACTS Awards of Excellence are open to ACTS member institutions only.
- The Best Newcomer award – new for 2014, is open to institutions that have not been a finalist in previous years.

The Awards are also open to third party organisations, if in collaboration with an institutional partner.

Initiatives which have won or were highly commended **in previous years, in any category**, will not be considered for this year's awards, unless they can provide evidence of further, significant improvement since the last application. They can, however, form part of an application to the Continuous Improvement category, again provided that there is evidence of further improvement since the last Award. These applications will need to benchmark against any previous entry and highlight the achievements since the last submission. Other initiatives from the institutions concerned, or ones which were previously submitted but unsuccessful, can be re-submitted.

2014 APPLICATION PROCESS

The Green Gown Awards Australasia is a single stage online process. All submissions must include the following documents:

- Application form
- Marketing form
- Marketing materials

Please note: There is a separate application and selection process for the ACTS Awards of Excellence. Please refer to the ACTS Awards of Excellence section below for more details.

Before completing the online submission please ensure you have all your documents and marketing materials ready to upload. Submissions cannot be saved part way through. Please view the pre-application check list (online) before starting your submission.

Applications must be submitted [online](#) by **4pm Tuesday 5 August 2014**.



Once your application has been submitted, it will be assessed by a judging panel of sector experts. You will be notified if you are a finalist on **18 September 2014**. If you are successful at this stage and are within one of the three international categories you will be asked to complete a 2 minute case study video for the Awards ceremony on 6 November. If successful, your video will be played at the ceremony. All other finalists will be asked to produce their videos for a later date for sector wide dissemination.

If you have any questions regarding your application please contact ggaa@acts.asn.au.

FILLING OUT THE FORM

Applications which stand out through their clear signalling of achievements, succinct descriptions of work done and benefits achieved, and the provision of quantitative information, will have a greater chance of impressing the judges. If you wish to back up any statements within the text consider adding web links at the relevant section. Judges do look favourably if they can see evidence for claims made. **However judges do not have to view any link so please ensure they are not central to the application and please ensure you keep within the 6 page limit.**

No supporting material will be accepted with your application, so please do not send any. Applications must not exceed the stated number of pages. A minimum font size of 10pt is acceptable and the word count is a strong guide. Applications must be in word format only (PDF will not be accepted).

Generic criteria:

To ensure you submit a strong application, and depending on the category you are applying for, we have highlighted the following key criteria for success:

- Demonstrate the impact of any measures taken
- Provide clear quantitative data to support claims being made. If submitting under the Carbon Reduction category, please include overall tonnes of CO₂ saved. Include, where appropriate, metrics such as: carbon savings relative to output/activity. This might be tCO₂/student or tCO₂/staff member and/or cost of a project relative to the amount of carbon that has been saved, i.e. \$/tCO₂
- Include savings made relating to carbon related issues
- Demonstrate the impact of your initiative and show documented outcomes
- Provide industry norm versus over and above requirements
- Document mature projects which have been evaluated and monitored longitudinally
- Explain clearly how the project includes academic staff and/or professional sector staff/support staff and include numbers of others involved including students
- If joint partnerships or they include third parties please provide details on the roles of all parties and state who is the main driver

Please cover the following topics in your application:

General Information (online) - If the application is being made by a third party, or other non-academic body, please obtain prior approval from the institution, and provide a contact at the institution. Please ensure you view and confirm the pre-application check list before commencing your submission. Applications cannot be saved part way through.



Project Title and Summary – Please include a short summary of the initiative. This should only be a few sentences in length. Please make the title and summary as ‘catchy’ and descriptive as possible, this will need to grab the judges’ attention.

Organisational Profile - You must provide the relevant information and include a short profile of your organisation.

The Initiative – Describe the initiative, covering topics such as the activities undertaken; reasons for doing it; timescale; costs (in cash and staff time); current status (on-going, completed etc); departments/organisations involved; any external recognition. Include quantitative data/cost data/budget analysis. We recommend you to provide as much evidence and supporting text here as you can. If there is a lot of data you want to include try and summarise it as much as possible. We also want to hear about how the project was funded, what level of funding it received, which partners you worked with as well as any financial benefits gained from the project.

The Environmental and Social Benefits - Summarise the benefits. Benefits may relate to operational outcomes, environmental/social outcomes, sector benefits. Provide as much quantification as possible, making maximum use of normalised measures (e.g. energy per FTE or square metre of floor space) and be consistent in use of units. Highlight distinctive features (e.g. levels of efficiency saving, success in reducing car usage etc). What are the positive unexpected outcomes from the project? What sustainable procurement practices did you use? were any established as a result of the project? Did you encounter any obstacles? Has the project resulted in a positive shift in attitude? Indicate, where relevant, the reference case against which benefits are being compared. What are the projects legal requirements versus what you have done over and beyond these standard requirements?

Leadership - Please summarise, what you feel is distinctive about your proposal e.g. originality; replicability through the sector; outstanding example of best practice; application of new technology, process or approach; new application of an existing product; demonstrating leadership in communicating your initiative. Provide detail and evidence to demonstrate your point. Also describe learning from the initiative that could be of relevance to other institutions. Evidence of transfer to other institutions/community should be provided where available. Also how does your project sit within your institutions strategy, values and ethos?

Engagement/Communication – Please indicate ways you have involved others in your project. This could include other departments/faculties, the local community and industry. As well as what communication about the project has taken place. Where possible include examples of engagement and/or the communication processes. What have you done/will you do to disseminate and aid replication of your project? What is the reach of the project nationally? Is it limited to specific territories/regions and is it relevant for all learning providers? What is the potential impact wider than the sector? Is it relevant to other sectors and could it have international impact?

By submitting your application, you are accepting the rules of the Awards and the conditions of entry.



KEY POINTS:

Information provided in engagement/communication will be used by the international judges if your application is linked to an international Green Gown Award Category. The judging criteria will be based on the project as a whole, however the ultimate deciding factor will be the project that has the biggest scale of impact (dissemination, replication, within and outside of the sector, national and international reach).

For the Learning & Teaching category and Skills for Sustainability. If you have teaching materials uploaded to the Learning & Teaching Sustainability website (sustainability.edu.au) that are relevant as evidence for your application you can link them to your application via the submission process, using the correct URL. How to access the URL is demonstrated below. Please be aware judges are not obliged to look at these materials so please ensure they are used as evidence ONLY. It is not compulsory to be a member of this website or to provide this information for submission.

1. Login to <http://sustainability.edu.au>
2. Go to <http://sustainability.edu.au/admin/academiccontent/teachingmaterial/>
3. Open the teaching material you would like to submit for the application
4. Cut and paste the unique URL for this teaching material into the relevant section of your application.
5. If you don't have your teaching materials on the Learning and Teaching Sustainability website yet, but would like to, please [register](#).

ACTS AWARD OF EXCELLENCE

There is a [separate online application](#) for the ACTS Awards of Excellence.

There are three categories for nomination in 2014:

- 1. Institutional Award.** Institutions are asked to nominate themselves or preferably another ACTS member institution that deserves recognition for continued and on-going effort to improve sustainability performance. Submissions must include the ACTS Award of Excellence – Institutional Application Form.
- 2. Individual Award – Staff.** Individuals are asked to nominate a colleague/friend/peer. Self nomination is not accepted. Submissions must include the ACTS Award of Excellence – Individual Application Form.
- 3. Individual Award – Students – NEW.** Individuals are asked to nominate a colleague/friend/peer. Self nomination is not accepted. Submissions must include the ACTS Award of Excellence – Individual Application Form.

All applications must be submitted by **4pm Tuesday 5 August 2014**. Nominees for each category will be shortlisted as finalists by a panel of expert judges. The finalists will be announced via the ACTS website and



all ACTS members will be invited to vote for a winner. All winners will be announced at the Awards ceremony in Hobart on 6 November 2014.

Voting Process:

ACTS members will be invited to vote for the ACTS Award of Excellence nominees. It is not compulsory to vote, but as an ACTS member we greatly value your participation. You ***must be a current ACTS member*** to be nominated for these Awards and/or to vote. ***These awards are aimed at recognising the efforts and achievements of others***, and as such ACTS members cannot vote for their own institution, if nominated, or for a staff/student member of their own institution, if nominated. They are still eligible to vote for other nominated institutions if they wish. The nominee that receives the highest number of valid votes by a margin of at least one vote will be the winner for that category. Votes are only considered valid if they are verified with a current institutional/organisational email address. Votes cast using personal email addresses (such as Gmail, Hotmail, live, yahoo etc) will not be considered valid. Any individual can only vote once for each award category.

MARKETING MATERIALS

All applicants will be asked to submit a marketing form (excluding ACTS Awards of Excellence nominations) and supporting material with their application. These will be used by the Awards team for marketing activities. This information will not be seen by the judges and will have no bearing on the judging process or the resultant outcome. Please ensure the information is as succinct, catchy and engaging as possible. It will be used to promote your initiative nationally and internationally over an extended period of time so it needs to 'sell' your project well.

After submission:

All winners and highly commended institutions are asked to supply any pre and post event marketing materials where possible - press releases or media articles etc, which will be used to promote your initiative.

ALL winners, highly commended and finalists (excluding ACTS Award of Excellence winners) are also committed to producing a winner's video and/or case study for international dissemination via the ACTS resource bank, LiFE programme and other sources. A full brief will be provided to all institutions and extensive help will be provided by the ACTS team if needed. We encourage institutions to take advantage of this fantastic dissemination opportunity to share best practice within the sector.

JUDGING

Judging will be based on a composite view of the application, taking account of the above criteria within the application form, and the specific criteria of the Award category.



2014 GREEN GOWN AWARDS AUSTRALASIA: CONDITIONS OF ENTRY

- All applications must be submitted on an official application form, online [HERE](#), by the stated deadline - **4pm Tuesday 5 August 2014**. Late applications will not be accepted.
- All sections must be completed, with word limits and page numbers adhered to.
- Initiatives which have won or were highly commended in **previous years, in any category**, will not be considered for this year's awards, unless they can provide evidence of further, significant improvement since the last application. They can, however, form part of an application to the Continuous Improvement category, again provided that there is evidence of further improvement since the last Award.
- The Award organisers have the right to refuse applicants for a specific category if insufficient entries are received. Applicants will receive 5 working days' notice to resubmit their application to an alternative category. If the project is successful in the new category it cannot be resubmitted the following year, or in the future to any category, unless there is further significant improvement.
- Applicants accept that their submissions will be in the public domain and will allow the Awards organisers to use information and materials provided for publicity and marketing purposes.
- All marketing material is submitted with the understanding that the Awards team may edit the information, without permission, if necessary, but without altering the context of the material. This information will be used for marketing purposes only and will have no bearing on the application.
- Finalists, highly commended and winners agree to produce a winner's video and/or case study for international dissemination and resources for Australasian Campuses Towards Sustainability (ACTS) and the Learning in Future Environments (LiFE) Index. They also agree to take part in dissemination events or webinars if required. Note: ACTS Award of Excellence winners will not be required to produce a video.
- All winning applicants agree for their application to be passed on for inclusion in the 'International Green Gown Awards' if their category is represented.
- Reliable contact details must be given in case the judges and/or organisers have any queries about the application. If contact is unable to be established the Awards organisers reserve the right to not shortlist an application.
- Entries will be accepted from any legal entity within the tertiary education sector residing within and outside of Australasia. All applications will be governed by the same rules. However you must be an ACTS member to be a nominee and/or vote for the ACTS Awards of Excellence. ACTS membership must be current at the time of nomination and remain current until the 6 November 2014. To become an ACTS member please go www.acts.asn.au.
- Entries will be accepted from third party organisations provided they are jointly submitted or supported by an institutional organisation.
- Institutions can only be successful for the same initiative in one category. Applications for the same project may be submitted in multiple categories (ensuring the project meets each of the category's criteria), however it is the discretion of the judging panel that if significant differences are not evident to make only one award, where appropriate.
- Applications recognising collaboration from multiple institutions are welcomed, however a leading institution must be identified. Applications should be for institution-developed initiatives. Less weight will be given to projects that are responding to wider sector initiatives.
- The Awards organisers reserve the right to a) refuse an application if the rules have not been met and b) audit applications to ensure that claims made are fully justified.
- The Awards organisers aim to provide generic feedback on unsuccessful applications. However this cannot be guaranteed and specific feedback will not be provided. All feedback will be provided after the Awards ceremony.
- The Award organiser's decisions are final and no correspondence or appeal will be entered into.