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| **2017 STAGE 2 APPLICATION PROCESS**  |

* Only those applicants shortlisted as a Finalist are eligible to complete and submit at he Stage 2 section of the application form.
* Completed applications must be submitted [[online](http://www.acts.asn.au/initiatives/ggaa/2017-ggaa/how-to-enter/submit/)] by **4pm Wednesday 6 September 2017.**

Finalists are invited to submit the completed application form for Stage 2 judging. These applications will be reviewed by the same judging panel, who will select a winner, and where appropriate up to two highly commended, per category from the list of finalists.

* + The maximum length for the Stage 2 application is 2 pages plus the cover page (maximum of 8 document pages, including the cover pages and completed stage 1&2 section) *except:*
	+ Stage 2 applications for Continuous Improvement, which may cover 3 pages (maximum of 9 pages, including cover pages and completed stage 1&2 sections).
	+ A minimum font size of 10pt is acceptable and submissions must be submitted as a word document only (PDF will not be accepted).

All finalists must now complete and submit the following documentation (and by the appropriate deadlines):

Stage 2:

* Completed application from (including Stage 2 section and address of the judges feedback) by the 7 September 2017.
* Marketing form & accompanying photos by the 9 August 2017.
* Finalist case study video by the 18 October 2017.

**NOTE:There is a separate application process for the Individual Awards - The Leadership Award and the ACTS Awards of Excellence. Please refer to the information below.**

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

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| **WHAT THE JUDGES ARE LOOKING FOR…** |

**Please note your Stage 1 section is locked and may not be edited. You must only complete the Stage 2 section.**

Finalists will have received the judges’ feedback/comments/questions within their returned application form. It will identify areas where perhaps you are able to improve upon/include/go into more detail in your Stage 2 section. We encourage you to pay considerable attention to these questions in your Stage 2 application.

Overall the judges are looking for a concise continuation of your Stage 1 application, including further information and improvement where advise by their feedback.

Applications that 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.

The judging will be based on a composite view of the application, taking account of the following criteria, and the specific nature of the Award category:

* How well does the project fit the category
* The nature and size of both environmental and non-environmental benefits (relative to its context)
* The relationship between benefits and costs
* Broader significance to the sector (e.g. originality, innovation/best practice within the sector, pathfinder status; replicability)
* The quality and reliability of evidence supporting the claims being made (e.g. quantitative evidence of benefits and outcomes)
* Unusual features which make the application ‘stand out from the crowd’ (e.g. extraordinary commitment and impact of a member of staff, quirky responses to topics that are sometimes seen as boring).

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| **FILLING OUT THE FORM**  |

Please cover the following elements in your application – (you must only write in the Stage 2 section):

Stage 2:

Online Information (to be included when submitting your application from)
►**General Information** – Please update your contact details if these have changed since stage 1. Please include your application reference number. (Your application reference number is located at the bottom of your completed stage 1 application form (i.e. GGAA 2017 - XX).

Page 1 (Cover Page)
►**General Information** – This is for information only. The judges’ feedback on your Stage 1 application is enclosed here. You have an opportunity to address this feedback on the next page.

Page 2
►**Addressing judges’ questions to your Stage 1 application** – This is your chance to directly address any comments the judges provided from your Stage 1 application. This is an excellent opportunity to improve your application by addressing key areas they raised/or requests for further information.

►**Leadership and Engagement** - 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. Also describe learning from the initiative that could be of relevance to other institutions. Evidence of transfer to other institutions should be provided where available. Please indicate what 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. Please provide the above answers in the relevant boxes.

**Note: If you are applying for a category linked to the International Green Gown Awards please pay particular attention to the last 3 questions: dissemination and replication, project reach and scale of impact wider than the sector. These questions must be answered fully as they form part of the judging criteria for the International Awards.**

Page 3
►**Wider Societal Impact**- please outline the wider societal impact and value of your application. What is the impact of your application to society outside of your institution, staff and students? What is the legacy of your application as it benefits wider society? Provide evidence of the impact.

►**Graduate Employer Impact** - please outline the impact and value of your application to graduate employers. How has your application improved graduate employability attributes that will attract them to potential employers? What is the legacy of your application as it benefits graduate employers? Provide evidence of the impact.

**►Updated information**– include any relevant, new material since your stage 1 submission.

Please provide clear headings.

You must not exceed the 2 page limit, plus 1 page cover (3 pages in total for the Stage 2 section). You may delete the instruction text at the end of the document if you need more room.

**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 increased success:

* Demonstrate the impact of any measures taken and show documented outcomes.
* Provide clear **quantitative data to support claims being made**.
* If submitting under the Carbon Reduction, Built Environment or Facilities & Services categories please include overall tonnes of CO2 saved, (if available for the latter two categories).  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
* Provide industry norm versus over and above requirements
* Applications need to demonstrate actions that go above and beyond standard practice.
* Document mature projects, which have been evaluated and monitored longitudinally. Note: for the Built Environment category, the building must be completed and date of completion included within the application.
* Explain clearly how the project includes academic staff and/or professional sector staff/support staff, students and include numbers of those involved. Where students and staff are involved, as well as numbers, include how they were involved and what impact/influence they had.
* If it’s a joint partnership or third parties are included please provide details on the roles of all parties and state who is the main driver.
* A small institution is defined as less than 15,000 full time equivalent (FTE) enrolled students.
* Explain any KPI’s that are relevant to your application and any relevant costs/resources, inputs/outputs. For example: Before initiative: 10% of students were engaged. After initiative: 70% of students were engaged.

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| **INDIVIDUAL NOMINATIONS** |

For **Leadership, and the ACTS Awards of Excellence** please follow the same guidelines as above but note the following exception:

►**Leadership and Engagement**
Please summarise what you feel is distinctive about YOUR actions. How does your role sit within the institution’s strategy, values and ethos? Have any of your actions had an impact in this area? Also include information on any communication / engagement about your actions. Include numbers involved. What have you done to disseminate and aid replication of your project? (If applicable.)

**Applications must be completed by the individual**. Marketing information is not asked for with the Individual awards, this information will be taken directly from the application form. In addition Individuals will not be asked to submit a case study video, with the except of – The Leadership Award. As a finalist of the Individual awards (excluding the Leadership Award), the photos you submitted at Stage 1 will be shown during the Awards ceremony.

Stage 2 Individual nominations must be submitted [[**online**](http://www.acts.asn.au/initiatives/ggaa/2017-ggaa/how-to-enter/submit-nom/)] by **Wednesday 6 September 2017**.

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| **ADDITIONAL DOCUMENTATION** |

The application process requires all finalists (with the exception of the Individual Awards) to submit:

* A completed marketing information form and 3 accompanying images by 9 August 2017.
* A finalist case study video by 18 October 2017.

The documentation will be sent to you with your returned Stage 1 application form, or they can be downloaded from the ACTS website.

**NOTE:** It is compulsory for all Award finalists to submit this information, including the case study video. The information will be used in the finalist’s brochure and for all marketing activities. **ALL** finalist videos will be played during the 2017 Awards ceremony.

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| **SPECIAL NOTES** |

**Special note for applications on activities involving more than one FE or HE institution**

We will have confirmed with the main applicant which institution is the leading institution and the Award will be made out to the lead institution only. However, we recognise that partnerships can have a significant role to solving sustainability issues and these will be recognised – if appropriate - in the form of a group/partnership name.

**Special Note for applications in the Continuous Improvement: Institutional Change category**

It is especially difficult to judge this category, so please ensure you highlight key areas where the institution is distinctive compared to its peers, and provide supporting evidence. Tangible evidence of high level commitment, and its incorporation into management procedures, will also carry great weight with the judges.

**If you have any questions regarding your application please contact:**

**Sue Hopkins -** **ggaa@acts.asn.au** **or Tel: 0405 564755.**