**This application form is for all Individual Award nominees ONLY:**

**Leadership Award**

**ACTS Award of Excellence – Staff**

**ACTS Award of Excellence – Student**

Stage 1 nominations must be made **[**[**HERE**](http://www.acts.asn.au/initiatives/ggaa/2017-ggaa/how-to-enter/submit-nom/)**]** by **4pm Wednesday 21 June 2017.** All other stage 1 category applications must be made on the 2017 Green Gown Awards Australasia Application Form.

**Important Information**:

By submitting this completed form you confirm that:

* All contact details will be entered online **[**[**HERE**](http://www.acts.asn.au/initiatives/ggaa/2017-ggaa/how-to-enter/submit-nom/)**]**.
* You have read the [**specific category criteria**](http://www.acts.asn.au/initiatives/ggaa/2017-ggaa/2017-award-categories/) and [**Guidance Notes for Participants**](http://www.acts.asn.au/initiatives/ggaa/2017-ggaa/guidance-for-applicants/).
* You accept the rules of the Awards and the Conditions of Entry.
* The minimum font size used throughout the application is 10pt.
* You must not exceed the stated number of pages for both stages:
  + Stage 1 application is 2 pages (max of 5 document pages, including cover pages and empty stage 2)
  + Stage 2 application is 2 pages (max of 6 document pages, including cover pages and completed stage 1 & 2).

**INDIVIDUALS MUST COMPLETE THE FORM THEMSELVES but be nominated by a manager, colleague or peer within or outside the sector.**

The nominee is the person filling out the form and being put forward for the individual award. The nominator is the person submitting the application on behalf of the nominee.

**NOTES FOR STAGE 1 APPLICATIONS:**

1. Please submit the whole document, including your completed stage 1 application form and the stage 2 uncompleted pages in word format only.
2. If you wish to provide evidence to back up your claims please include links to websites, images etc. in the main body of the text. **However please do not exceed the maximum number of 4 pages for stage 1.**
3. Please delete the text section at the bottom of the document and/or question descriptions to give you additional space if needed.
4. **Important note for Nominator: by submitting this application form, you are verifying that the information about the nominee/project is a true and accurate account and that the application does not take credit for the work of others.**

**[This cover page is not counted in the Stage 1 page entry limit]**

|  |  |  |
| --- | --- | --- |
| **GENERAL INFORMATION** | | |
| **Nominee Name** |  | |
| **Nominee Institution** |  | |
| **Nominating Name** |  | |
| **Nominating Institution** |  | |
|  | | |
| **INDIVIDUAL SUMMARY** | | |
| *Please explain succinctly what the nominee has achieved. Please make it as ‘catchy’ and descriptive as possible. Tip: this information will be used in promotional materials if the nominee is selected as a finalist or winner.* ***[Delete description if required]*** | | |
| **Description** |  | |
|  |  |
| **THE INDIVIDUAL** | | |
| ***Why do you think the nominee deserves to win? What actions have they undertaken to make them stand out?*** *How are they going above and beyond normal job/course requirements? What extra-curricular activities have they undertaken? Have they received any internal or external recognition? Describe the activities undertaken such as; reasons for doing it; timescale; costs (in cash and time); current status (on-going, completed etc); departments/organisations involved, size of project. Include quantitative data where available. Nominations must demonstrate a range of sustainability achievements, inside and outside their current job position or institution and/or significant personal involvement and activities.* ***[Delete description if required]*** | | |
| **Description** |  | |

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| **IMPACT AND BENEFITS** | |
| ***Summarise the impact and benefits from the nominees actions.*** *Benefits may relate to positive impacts on their peers, institution, students, local community, workforce or other. This can include operations, social outcomes, behavior change or others. Provide evidence of impact and the scale of impact, any aspects of positive sustainable procurement outcomes (if relevant), good leadership/championing practice and how they have engaged and inspired others. Include any positive unexpected outcomes from their actions.* ***It is important to describe how they have gone over and beyond standard job requirements? [Delete description if required]*** | |
| **Description** |  |

**[DELETE FOLLOWING TEXT IF REQUIRED]**

**You have now completed your Stage 1 Individual Nomination Form.**

**The remainder of the form is for stage 2 applicants only and will only be filled out if your stage 1 application is successful.**

**Please submit your completed application form along with the online submission details [**[**HERE**](http://www.acts.asn.au/initiatives/ggaa/2017-ggaa/how-to-enter/submit-nom/)**]** **by 4pm Wednesday 21 June 2017. If you have any queries please email** [**ggaa@acts.asn.au**](mailto:ggaa@acts.asn.au)

***Thank you for taking the time to nominate. Good luck!***

**[This form is only to be filled out by successful finalists invited to apply for Stage 2]**

**NOTES FOR STAGE 2 APPLICATIONS:**

* All updated contact details will be entered online **[**[**HERE**](http://www.acts.asn.au/initiatives/ggaa/2017-ggaa/how-to-enter/submit-nom/)**]**. You are required to complete and upload this application form (in word format only) to accompany your online submission.
* The stage 2 application allows you an opportunity to update your submission by addressing the judges’ questions to your stage 1 application. Please include any new, relevant, additions/updates to your initiative. Please note that your stage 1 information is now locked. Any updates/changes to your application are to be recorded here in the stage 2 application section. Please ensure your application contains your completed stage 1 form as well as the stage 2 form, including answers to the judges questions.
* Please delete the text section at the bottom of the document and/or question descriptions to give you additional space if needed.
* Before completing, please read the guidance notes for stage 2 applicants.
* The length for this part of the application is 2 pages (forming a submission maximum of 6 document pages, including cover pages and completed stage 1 & 2). Any applications submitted exceeding the limit will not be considered.

|  |  |
| --- | --- |
| JUDGES’ QUESTIONS ON YOUR STAGE 1 APPLICATION ARE BELOW. PLEASE ADDRESS THESE IN YOUR STAGE 2 SUBMISSION. | |
| *The judges’ questions are included HERE. This allows you the opportunity to answer their questions and to update your application accordingly with any new, additional information since your stage 1 submission.* | |
|  |  |

**[This page is not counted in the Stage 2 page entry limit]**

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| **ADDRESSING JUDGES’ QUESTIONS ON YOUR STAGE 1 APPLICATION** | |
| *The judges’ questions are included above under “general information”. This is an opportunity for you to directly answer or clarify any elements the judges identified from your stage 1 application.* ***[Delete description if required]*** | |
| **Description** |  |

|  |  |
| --- | --- |
| **LEADERSHIP AND ENGAGEMENT** | |
| ***Please summarise what you feel is distinctive about the nominees actions****. How does their role sit within the institution’s strategy, values and ethos? Have any of their actions had an impact in this area or others? Also include information on any communication/engagement about their actions. Have they received recognition for their actions? Has this been disseminated? Include numbers of staff, students or community involved.* ***[Delete description if required]*** | |
| **Summary** |  |

|  |  |
| --- | --- |
| **WIDER SOCIETAL IMPACT** | |
| *Please outline the wider societal impact and value of your actions. What is the impact of your actions/initiatives to society outside of your institution, staff and students? What is the legacy of your application as it benefits wider society?* ***[Delete description if required]*** | |
| **Description** |  |

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| **UPDATED INFORMATION** | |
| *To include any relevant, new material since your stage 1 submission. Please provide clear headings.* ***[Delete description if required]*** | |
| **Description** |  |

**[DELETE FOLLOWING TEXT IF REQUIRED]**

**You have now completed your Stage 2 Individual Nomination Form.**

**Please ensure you have filled in all sections and this form contains your completed (unchanged) stage 1 application, your answers to the judges’ questions and your stage 2 answers.**

**Submit your completed application form (in word format only) along with the online submission details [**[**HERE**](http://www.acts.asn.au/initiatives/ggaa/2017-ggaa/how-to-enter/submit-nom/)**]** **by 4pm Wednesday 6 September 2017. If you have any queries please email** [**ggaa@acts.asn.au**](mailto:ggaa@acts.asn.au)

***Good luck with your application!***