

## 2017 GUIDANCE NOTES FOR PARTICIPANTS

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

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

- The ACTS Awards of Excellence are open to individuals from ACTS member institutions only.

The Awards are also open to third party organisations, if in collaboration with an institutional partner and multi-partner initiatives provided there is a clear leading institution.

Initiatives which have won or were highly commended **in the previous two 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: Institutional Change 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 achievements since the last submission in their application.** Other initiatives from the institutions concerned, or ones which were previously submitted but not awarded as winner or highly commended, can be re-submitted.

### 2017 APPLICATION PROCESS

New for 2017 is the introduction of a two stage application process. This will align the Australasian Awards more closely with other regional schemes; allows for a less onerous process for all applicants; and enables a feedback process to achieve a more uniform and better quality of application.

All organisational submissions must submit documentation at the following stages:

Stage 1:

- Stage 1 application form
- Institutional logo

Stage 2:

ONLY successful applicants at Stage 1 will be invited to submit Stage 2 documentation

- Stage 2 application form (including addressing judges feedback)
- Marketing form
- Project photos
- Finalist video

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

At each stage, 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.

## STAGE 1

Stage 1 involves a short application form only and must be submitted [\[online\]](#) by **4pm Wednesday 21 June 2017**.

Once your application has been submitted, a judging panel of independent sector experts will review it. If your Stage 1 Application is successful, you will be notified you are a finalist approximately the week beginning **17 July 2017** and will be invited to complete a more detailed Stage 2 Application by **Wednesday 6 September 2017**. (Please note the date of notification is not guaranteed and is subject to change depending on the Awards process). You will also be asked to prepare a number of other accompanying materials for Stage 2: a marketing form, up to 3 photos and a short finalist video. Your Stage 2 Application will then be re-assessed by the judging panel who will select the winning and highly commended entries. The winners will be announced at the Green Gown Awards Gala Dinner on **2 November 2017** at RMIT's Storey Hall in Melbourne, Victoria.

All finalists will be asked to complete a short 2-minute case study video by **18 October 2017** for inclusion at the Green Gown Awards Australasia ceremony. New in 2017 - All finalist videos will be shown on the night, as well as disseminated widely after the Awards ceremony.

## FILLING OUT THE FORM

There will be a large number of Stage 1 Applications, so those 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 and being successful to Stage 2. If you wish to back up any statements within the text of your application, consider adding web links at the relevant section. Judges do look favourably if they can see evidence for claims made. **Please note however that judges are not required to view any included links, so please ensure they are not central to the application.** Applications must not exceed the stated number of pages at both Stages 1 and 2. A minimum font size of 10pt is acceptable and submissions must be submitted as a word document 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 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 CO<sub>2</sub> saved, (if available for the latter two categories). Include, where appropriate, metrics such as: carbon savings relative to output/activity. This might be tCO<sub>2</sub>/student or tCO<sub>2</sub>/staff member and/or cost of a project relative to the amount of carbon that has been saved, i.e. \$/tCO<sub>2</sub>
- 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.

**The following topics must be covered in your application:**

**General Information (to be completed 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 checklist before commencing your submission.

**New for 2017:** To gather information, globally, on the [UN Sustainable Development Goals](#) (SDG). Please select up to four SDGs that your application particularly delivers against. As educators for future generations of leaders, institutions have a critical responsibility for the successful implementation and realisation of the SDGs. Education is a transformational element in realising all goals. This is NOT part of the judging process but for wider information gathering purposes only, to illustrate the role of applicants in delivering the SDGs. Click [here](#) (add link) for more information on the SDGs.

**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 short and 'catchy' and the summary as 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; time-scale; 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 provide as much evidence as possible to support your claims. If you have a lot of data you want to include, summarising may be appropriate.

**The Environmental and Social Benefits** – Summarise the benefits. Benefits may relate to operational outcomes, environmental/social outcomes, and/or 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?

This ends the stage 1 application. Further information will be asked for, if successful at stage 2.

## INDIVIDUAL NOMINATIONS

Individual nominations are also two stages and there is a separate [\[online\]](#) application for the individual Awards. **All** nominations for the individual Awards must be made by a colleague, manager or peer.

**Applications must be completed by the individual but they cannot make the submission themselves.** 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.

There are three categories for nomination in 2017:

- 1. The Leadership Award.** This Award is exclusive to senior strategic leaders, at executive or governance level, at a tertiary education institution. Any individual at any tertiary education institution is eligible to apply. You do not have to be an ACTS member to be nominated.
- 2. ACTS Award of Excellence - Staff.** Individuals are asked to nominate a colleague/friend/peer. Self-nomination is not accepted. Only ACTS members are eligible for nomination.
- 3. ACTS Award of Excellence - Student.** Individuals are asked to nominate a colleague/friend/peer. Self-nomination is not accepted. Only ACTS members are eligible for nomination.

Individuals are asked to complete a short Stage 1 Application Form, completed in the first person and marketing information comprising of:

- 1 x institutional logo
- 2 x photos of the nominee.

Please note: the photos must be 1 x head and shoulder shot and 1 x nominee taking part in a sustainability based activity.

**Please cover the following topics in your application:**

**General Information (to be completed online)** – Please ensure you have permission from the nominee before you make your nomination.

**Individual Summary** – Please explain succinctly what the nominee has achieved. Please make it as ‘catchy’ and descriptive as possible.

**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.

**Impacts 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.**

This ends the stage 1 application. If successful, further information will be asked for at Stage 2.

All stage 1 individual nominations must be made on the Individual Application form and submitted by **4pm Wednesday 21 June 2017**. Nominees for each category will be shortlisted by a panel of independent sector experts and finalists will be notified approximately the week beginning **17 July 2017**. (Please note the date of notification is not guaranteed and is subject to change depending on the Awards process). If successful, nominees' will be asked to submit a short Stage 2 Application by **6 September 2017**.

## JUDGING

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

If successful, judges will invite applicants to submit the Stage 2 Application form and address any questions they may have. As such your Stage 2 Application will include responses to judge's questions, which allows applicants the opportunity to provide updated and clarified information, ensuring a higher quality application.

Please view the **conditions of entry** before submitting your application which can be viewed [\[HERE\]](#). Submission of your application form means you accept the Award rules and conditions of entry.

## MARKETING MATERIALS

No marketing materials will be asked for with the Stage 1 submission apart from your institutional logo, unless you are nominating for the Individual Awards (see above). If successful at Stage 1, all finalists will be asked to submit marketing materials by the **9 August 2017**. Further information will be provided in the Stage 2 Guidance notes.

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

**Sue Hopkins - [ggaa@acts.asn.au](mailto:ggaa@acts.asn.au) or Tel: 0405 564755.**