**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/)**]**.
* 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 font size used throughout the application is 10pt.
* You must not exceed the stated number of pages for both stages:
  + Stage 1 application is 4 pages (max of 8 document pages, including cover pages and empty stage 2).
  + Stage 2 application is 2 pages (max of 8 document pages, inc. cover pages and completed stage 1 & 2) ***except:***
  + Stage 2 application for Continuous Improvement is 3 pages (max of 9 pages, inc. covers and completed stage 1&2).
* The Leadership Award and ACTS Awards of Excellence entries will be completed on a separate form.
* 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 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.

**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. Ensure you have filled in all sections. However not all the questions may be relevant to your project, please address as many as appropriate while ensuring you submit a comprehensive and detailed application.
5. Please note if you are submitting under the Continuous Improvement: Institutional Change category you must address ALL four key priority areas: Facilities & Operations, Learning, Teaching & Research, Partnerships & Engagement, Leadership & Governance, for your submission to be considered.

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

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| --- | --- | --- |
| **GENERAL INFORMATION** | | |
| **Organisation Name**  (All communications will refer to your organisation by this name) |  | |
| **Contact Name** |  | |
| **Category Entered** |  | |
|  |  | |
| **PROJECT OVERVIEW** | | |
| **Project Title**  Tip: We receive many applications - Succinct, catchy titles stand out! |  | |
| **Project Summary**  Please provide a brief description of your initiative and its achievements. Please make it as catchy and succinct as possible. |  | |
| **Organisational Profile.**  Please provide a short profile of your organisation. **Please update the example shown to the right and continue with additional text.** | *Example to be updated.*  - HE/FE/RTO (delete as applicable)  - Number of students (include full and part time students)  - Number of staff  - Urban/Rural (delete as applicable)  Continue with free text. | |
|  | | |
| **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.* ***[Delete description if required]*** | | |
| **Description** |  | |
| **How was the project funded? What level of funding has the project received? Who were/are your­­ funding partners?** |  | |
| **What are the financial benefits gained from the project?** |  | |
|  |  |
| **ENVIRONMENTAL & 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?* ***[Delete description if required]*** | | |
| **The Benefits** |  | |
| **What are the positive unexpected outcomes from your project?** |  | |
| **What sustainable procurement practices did you utilise in your project?** |  | |
| **Has this benefited other areas of the institution, if so how?** |  | |
| **Describe how the initiative has gone over and beyond standard/legal requirements (where applicable)?** |  | |

**[DELETE FOLLOWING TEXT IF REQUIRED]**

**You have now completed your Stage 1 Green Gown Awards Australasia application 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/)**]** **by 4pm Wednesday 21 June 2017. If you have any queries please email** [**ggaa@acts.asn.au**](mailto:ggaa@acts.asn.au)

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

**[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/)**]**. 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 8 document pages, including cover pages and completed stage 1 & 2). Any applications submitted exceeding the limit will not be considered.
* If your application is linked to the **International Green Gown Awards** (Community, Continuous Improvement, and Student Engagement) please ensure you **pay particular attention to the Leadership and Engagement and section**. The judging criteria will be based on the project as a whole, however the ultimate deciding factor will be which project has the biggest scale of impact (dissemination, replication, within and outside of the sector, national and international reach).

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| 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** |  |

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| **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*. ***[Delete description if required]*** | |
| **Summary** |  |
| **How does your project sit within your institution’s strategy, values and ethos** |  |
| **State the levels of involvement of others including staff and student numbers** |  |
| **\*What have you done/will you do to disseminate and aid replication of your project?** |  |
| **\*What is the projects national reach? Is it limited to specific territories/regions – and is it relevant for all learning providers?** |  |
| **\*What is its potential scale of impact wider than the sector? – Is it relevant to other sectors and could it have international impact?** |  |

**\*** These questions form part of the International Green Gown Awards criteria and must be completed if applying for Community, Continuous Improvement and/or Student Engagement categories.

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| **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?* ***[Delete description if required]*** | |
| **Description** |  |

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| **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?* ***[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 Green Gown Awards Australasia application 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/)**]** **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!***