Cover page – general information (this is not part of the judging process)

Important: By filling in this form you confirm that you have read, understood and accept all the “Conditions of Entry” available at [www.greengownawards.org.uk](http://www.greengownawards.org.uk). **Minimum font size is Arial size 10pt.** Refer to website for all footnotes\*.

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| Internal reference number  | Internal use only (to be completed by Green Gown Awards Team) |

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| **Organisation** (name to be written exactly as it should appear in communications) |  |
| **Category being entered** (select the category from the drop-down list or type your category) | Choose an item. |
| **Contact name** |  |
| **Position** |  |
| **Phone number - desk and mobile** |  |
| **Email** |  |
| **Second contact and position** |  |
| **Second contact – phone number and email** |  |
| **Organisation’s media contacts** | Name: Email:  |
| **Organisation’s social media**  | Twitter: |
| **Are you applying for more than one category with the same project?**  | Yes / No *Note: if yes,* ***you must declare*** *which other category/ies and if you are applying with the same project. If your applications have similarities, you must declare them here.* |
| **Are you a previous Green Gown applicant? \* If you answered yes to this question, have you ever applied for a Green Gown Award with THIS project (or elements of it)?**  | Yes / No *– If yes, please provide the name(s) of your project(s) and year(s) you applied and status of your application (i.e. Stage 1, Stage 2, winner?). Please refer to the two-year note\* (on the website under Conditions of Entry) and provide further information.* |
| **Third-party organisations may enter jointly or on behalf of an institution, but an institution employee must approve the application\*\***  | *Note: If you are a third-party applying, please insert the institution’s name, contact person, their mailing address, email address and contact phone numbers here.*  |
| **Sustainable Development Goals (SDG)** *Please select up to four Goals that your application particularly delivers against: (If the tick box does not work, please highlight the four Goals.)*  | [ ] 1. No poverty |
| [ ] 2. Zero hunger | [ ]  3. Good health and well-being | [ ]  4. Quality education | [ ]  5. Gender equality |
| [ ]  6. Clean water and sanitation | [ ]  7. Affordable and clean energy | [ ]  8. Decent work and economic growth | [ ]  9. Industry, innovation and infrastructure |
| [ ]  10. Reduced inequalities | [ ]  11. Sustainable cities and communities | [ ]  12. Responsible consumption and production | [ ]  13. Climate action |
| [ ]  14. Life below water | [ ] 15. Life on land | [ ]  16. Peace, justice and strong institutions | [ ]  17. Partnerships for the Goals |
| **Where possible, please provide input to the below figures.** *Please record the* ***annual*** *carbon savings\* you have/will achieve with your initiative. if your initiative does not have any carbon savings please leave this area blank. If your initiative is a long-term project, then please state over how many years.* CO2t savings 2022/2023: \_\_\_\_\_\_\_\_ (Actual or Estimated) / CO2t savings 2023/2024: \_\_\_\_\_\_\_\_\_ (Estimated) CO2t savings over the life cycle of the project: \_\_\_\_\_\_\_ (Actual/Estimated and over how much time?)\* Overall tonnes of CO2 saved using the DEFRA/DECC conversion factors. <http://www.ukconversionfactorscarbonsmart.co.uk/>.  |
| **DECLARATION: By submitting this form, you declare that the information presented is a true and accurate account of the project and that if further verification is required, then you will comply with such requests.**  |
| **Top 3 learnings from implementing your project** *Please write in the “first person” (i.e. I, we, our etc.). This information will be used as a marketing tool and appear in various places such as the online listings, promotions etc. Please include your institutions / nominee’s / teams top 3 learnings from implementing the project in* ***3 short bullets****. This can act as words of advice to others who may be starting out on their projects. Please keep these short –* ***max. 15 words per item****.* |
| ***1*** |  |
| ***2*** |  |
| ***3*** |  |

**Cover page is not included in the Stage 1, 4-page entry limit**

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| **Project title***Tip: we receive many applications –* ***short “catchy” names stand out!*** |  |

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| **Project summary***This text must be as close to 150 words as possible. (If you are selected as a Finalist/ Winner, this text will be included in the online listings). Tip: please make it as ‘catchy’ and as descriptive as possible.* |  |

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| **Organisational profile***Provide a short profile of your organisation and the focus area(s). Please update the example shown to the right and provide additional text* | *Example to be updated** HE/FE *(delete or update as applicable)*
* # students *(include full and part-time students and quote full time equivalent - FTE)*
* # staff *(include full and part-time staff and quote full time equivalent - FTE)*
* Urban/rural *(delete as applicable)*
* Your institution’s annual turnover (in £M)
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| **Organisation’s external accreditations** | *Please list here any standards/accreditations you have that are* ***relevant to your application*** |

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| **The initiative** ***Referring to the category criteria, 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 provide as much evidence and supporting text here as you can. Please do not use links to external websites as judges may not necessarily review all the information so if possible, include important elements here. For those categories asking for a holistic, whole life-cycle approach, the application must focus on the whole life-cycle and not on an individual campaign(s).* ***Judging: This section has a maximum score of 20 – 10 for the overall initiative and 10 for category specific criteria.*** |
| ***Description*** | *Please list here how your initiative meets the specific criteria of the category. Using bullet points can be helpful.*  |
| ***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 this project?***  |  |

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| **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. Be sure to highlight distinctive features (e.g. levels of energy and water efficiency saving, success in reducing car usage). Summarise the sustainable procurement practices – covering initiatives you used and any obstacles you encountered. What procurement practices were put into place as a result of your project? Has this resulted in a positive shift in attitude? Or in future procurement activities? Describe any financial implications as a result of your procurement practices? What are your project’s legal requirements versus what you have done over and beyond these standard requirements?* ***Judging: This section has a maximum score of 10.*** |
| ***Benefits*** |  |
| ***What are the positive unexpected outcomes from your project?*** |  |
| ***What sustainable procurement practices did you utilise with your project? How were circular economy principles used?*** |  |
| ***How has this benefited other areas of the institution?*** |  |
| ***Describe how your initiative has gone over and beyond the standard legal requirements (where applicable)?*** |  |

**PROJECT SPECIFIC SUPPORTING MATERIALS: (1 page maximum)**

- If your initiative relates to a visual or virtual campaign you can include one URL and up to 3 images to illustrate this. Please do not include unless relevant to your application.

**- If the video contains important, project specific information, please ensure you have also included this as text within your application form as we cannot guarantee that videos will be viewed in full.**

- The information supplied here is separate to and not a part of the video or multi-media submission that we ask you to submit as part of the Stage 2 application.

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| **Project specific URL.** *If your application relates specifically to video communications used within your initiative, you can add a web link to the video here. Generic videos or unrelated videos will not be viewed.* |
| ***URL*** |  |
| **Project specific images. If your application relates specifically to a visual campaign,** *you may include up to three photographs / images (maximum) illustrating your project within the box below. Please only include if relevant and please provide a description for each of them. The file size needs to be small (see note below).* |
| ***Image 1 / label***  |  |
| ***Image 2 / label*** |  |
| ***Image 3 / label*** |  |

You may delete these red font notes to create more space.

**FILE SIZE** – in order to keep file sizes small, if you do submit any images here, please ensure you do the following: Click on an image – select “picture format” from the top menu – “compress picture” – apply to all pictures in the document and tick the “delete cropped areas of pictures”. Save. The file size of the saved document must be under 3MBs. You need to enter the images within the boxes above and not send as separate files.

You have now finished your Green Gown Awards 2023 Stage 1 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 the whole document including your completed Stage 1 application form and the following Stage 2 uncompleted pages in word format.** Ensure you have filled in all sections. Please ensure your Stage 1 application is no longer than 4 A4 pages, excluding the cover page(s) and excluding the 1 A4 project specific URL/image page (if applicable).

Please send by email, to greengown@eauc.org.uk by **12 NOON ON 5 JUNE 2023**.
By submitting your application, you are accepting the conditions of entry which you can find at [www.greengownawards.org.uk](http://www.greengownawards.org.uk).

**Thank you for taking the time to apply and good luck with your application.**

**This form is only to be filled out by successful finalists from Stage 1 invited to apply for Stage 2.**

IMPORTANT:

* By filling in this form you confirm that you have read, understood, and accept the “Conditions of Entry” and “Stage 2 Guidance Notes” available at www.greengownawards.org.uk. **Minimum font size is Arial size 10pt.**
* The Stage 2 application allows you an opportunity to update the application by addressing the judges’ questions to your Stage 1 application, plus any new, relevant and additions/updates on your initiative you may wish to include. 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.
* \*\* You only need to fill out these sections if you have updated information. Otherwise leave them blank.
* The length for this part of the application is 2 pages (maximum), plus this cover page. Any applications submitted exceeding the limit will not be considered.
* The Vice Chancellor/Principal quote will be used in marketing materials if selected as a Winner or a Highly Commended. This quote must be included in the Stage 2 form.

General information

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| **\*\*Updated contact info if Stage 1 details have changed**  | *Note: if the main contact name or phone details have changed since your Stage 1 submission please enter any changes here.* |
| **\*\*Updated project name** | *Note: Only fill this out if you wish to update your project name* |
|  **“What would it mean to your institution to win a Green Gown Award?”***This information will be used as a marketing tool and if selected as a winner/highly commended, it will appear in various places such as the Winners’ online listing, promo materials etc.* | **To be completed by your Vice Chancellor/Principal** Please state (**in less than 50 words**) what winning a Green Gown Award would mean to you (or the nominee) and your/their institution.*This part must be completed. Please write in the first person (i.e. We / our / I) and write as if you have won the Award!****Important: please include the full name and title of your Vice Chancellor/ Principal*** |
| **Judges’ questions on your Stage 1 application are enclosed to the right here. Please address these in your Stage 2 submission.** | *Note: The Stage 2 application will include the judges’ questions here. This allows you an opportunity to answer their questions and to update your application accordingly with any new, additional information since your Stage 1 submission.*  |

**This cover page is not included in the Stage 2, 2-page entry limit.**

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| **Addressing judges’ questions to 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.* ***Judging: This section has a maximum score of 10.*** |
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| **Leadership and Engagement***How does your project fit within your wider institution’s strategy, value, and ethos? How have you demonstrated leadership in communicating your initiative? 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.* ***Judging: This section has a maximum score of 10.*** |
| ***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*** |  |

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| **Significance for the Sector** *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. 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.* ***Judging: This section has a maximum score of 10.*** |
| ***What have you done to disseminate and aid replication of your project?***  |  |
| ***What is the project’s 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?*** |  |

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| **Wider Societal Benefits -** *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? Did your project help widen participation? Provide evidence of the impact.* ***Judging: This section has a maximum score of 10.*** |
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| **Learner/Graduate Employer Benefits -** *Please outline the benefit and value of your application to learner/graduate employers. How has your application improved learner/graduate employability attributes that will attract them to potential employers? What is the legacy of your application as it benefits learner/graduate employers? Provide evidence of the impact.* ***Judging: This section has a maximum score of 10.*** |
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| **Updated information – to include any relevant, new material since your Stage 1 submission***Please provide clear headings.* |
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You may delete these red font notes to create more space.

You have now finished completing your Green Gown Awards 2023 Stage 2 application form. This form contains your completed Stage 1 application, the judges’ questions, your answers, and your Stage 2 submission. **Please submit the whole form in word format.**

Please ensure you have filled in all Stage 2 sections, and the Stage 2 application is no longer than 2 A4 pages (excluding the cover page) plus the Stage 1 previously filled out pages.

No other background material or appendices etc. will be accepted and examined for Stage 2 applications, **so please do not send**.

Please send your Stage 2 submission, by email, to greengown@eauc.org.uk by **12 NOON ON 7 SEPTEMBER 2023**. By submitting your application, you are accepting the conditions of entry which you can find at [www.greengownawards.org.uk](http://www.greengownawards.org.uk)

**Good luck with your entry**