**INDIVIDUAL/TEAM APPLICATION FORM**

**Individuals/Teams must complete the form themselves** and must be nominated by a manager or peer.

The nominee is the person filling out the form and being put forward for the individual awards.

The proposer is the person nominating the individual. Important: By proposing your nominee, you are verifying that the information contained in this application about the nominee is a true and accurate account and that the application does not take credit for the work of others.

Cover page 1 – general information (this is not part of the judging process)

**Minimum font size is Arial size 10pt.** Refer to website for all footnotes\*.
[www.greengownawards.org/green-gown-awards-uk-ireland](http://www.greengownawards.org/green-gown-awards-uk-ireland)

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

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| **Category being entered** (select the category from the drop-down list or type your category) | Choose an item. |
| **Name of person for the individual/team category award (the nominee)** | *The nominee’s name.* |
| **Nominee’s institution name** (to be written **exactly** as it should appear in communications) |  |
| **Nominee’s position**  | *State staff job title or student role or team within the institution.*  |
| **Main contact email address** |  |
| **Main contact phone number** (office or mobile) |  |
| **To what degree is this application within or outside of the nominee’s formal role** |  |
| **Name of person nominating the individual person (the proposer)** | *The proposer who is nominating this individual.* |
| **Proposer’s position**  | *State job title* |
| **Proposer’s organisation / institution name** |  |
| **Proposer’s email**  |  |
| **What is your affiliation with the nominee?** |  |
| **Marketing/Communications contact name** |  |
| **Marketing/Communications job title** |  |
| **Marketing/Communications email address** |  |
| **Organisation’s social media names:**X (formerly Twitter): | @ |
| LinkedIn: |  |
| **The following requests for information will be used as marketing tools and appear in various places such as the online listings for finalists, promotions, internal research etc.** |
| **Sustainable Development Goals (SDG)** *Please select* ***ONE*** *SDG goal that your application particularly delivers against: (If the tick box does not work, please highlight your* ***ONE goal****.)* | [ ] 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 |

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| **Top 3 learnings from implementing your approach** *Please write in the “first person” (i.e. I, we, our etc.). Please include your (nominee’s) 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 2 – general information (this is not part of the judging process)

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| **How did you hear about the 2024 Green Gown Awards?** *Please* ***select one***.  |
| [ ]  Social media (X, LinkedIn) | [ ]  Direct communications from EAUC or Green Gown Awards | [ ]  Word of mouth | [ ]  Promotion from another member network I’m a part of (e.g. membership body) |
| [ ]  ​​​Search engine (e.g. Google, Yahoo) | [ ]  Green Gown Awards website | [ ]  Other: please specify below |
| Other:  |

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| **Why did you apply for a Green Gown Award?**  *Please* ***select one***.  |
| [ ]  Celebrate our institutions efforts on sustainability | [ ]  Promote our project in the local community | [ ]  Promote our project to students | [ ]  Promote our project to staff |
| [ ]  ​​​​​​Attract new partners or funders | [ ]  ​​​Influence within our institution (e.g. senior leaders, other staff) to prioritise sustainability or this project | [ ]  Other: please specify below |
| Other:  |

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| **If your project involves people (students, staff and/or the local community), how many people has it reached?** *Please estimate an* ***annual total*** *for your project for each of the below rows. We will combine this data across all finalists to assess the overall impact of the Award projects. Your answers will not be shared with the judges.**(N/A means not applicable.)* |
|  | **N/A** | **1-100** | **101-500** | **501-1000** | **1001-5000** | **5000+** |
| Students | [ ]   | [ ]   | [ ]   | [ ]   | [ ]   | [ ]   |
| Staff | [ ]   | [ ]   | [ ]   | [ ]   | [ ]   | [ ]   |
| Local community | [ ]   | [ ]   | [ ]   | [ ]   | [ ]   | [ ]   |

**DECLARATION:**

* **By submitting your application form, you declare that the information presented is a true and accurate account of the nominee/project and that if further verification is required, then you will comply with such requests.**
* **You agree to our Terms & Conditions and GDPR disclaimer as outlined on the Awards website** [**www.greengownawards.org/conditions-of-entry**](http://www.greengownawards.org/conditions-of-entry) **and** [**www.greengownawards.org/legal-privacy**](http://www.greengownawards.org/legal-privacy)

**These cover pages are not included in the stage 1, 4-page entry limit.**

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| **Individual summary***This text must be as close to 150 words as possible.**Tip: Explain succinctly what you have achieved. Please make it as ‘catchy’ and descriptive as possible. (If you are selected as a finalist, this text will be included in the online listings.)* |  |

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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)*
* 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 individual***Why do you think you deserve to win? What actions have you taken to make you stand out? Include how your actions were over and above the normal requirements. Include any recognition received within and beyond their institution. Describe your actions, covering topics such as the activities undertaken; reasons for doing it; timescale; costs (in cash and time); current status (on-going, completed etc.); departments/organisations involved. Include quantitative data/cost data/budget analysis where available. We recommend you provide as much evidence and supporting text here as you can. If there is a lot of data, you want to include try and summarise it as much as possible. Please do not use links to external websites as judges may not necessarily review all the information so include essential elements here.* ***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.*  |

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| **Impact and benefits** ***Summarise the impact and benefits from your actions.*** *Benefits may relate to positive impacts on their peers, institution, students, local community, workforce or other. Provide evidence of impact, any aspects of positive sustainable procurement outcomes (if relevant) and good leadership/championing practice and how you have engaged and inspired others. Include any positive unexpected outcomes from your actions.* ***Describe how you have gone over and beyond standard job requirements? Judging: This section has a maximum score of 10*** |
| ***Impact and Benefits*** |  |
| ***Include any aspects of positive sustainable procurement outcomes. How were circular economy principles used?*** *(If relevant.)*  |  |
| ***What are the positive unexpected outcomes from your actions?*** |  |
| ***Describe how you have gone over and beyond standard job requirements?*** |  |

**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.

- 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*** | **Note: 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.**  |
| **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** – 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 and ensure your URL and any photos do not exceed this one page.

You have now finished your Green Gown Awards 2024 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 and your stage 1 application is no longer than 4 A4 pages, excluding the 2 cover pages 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 2024**.
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.* |
|  **“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 listings, 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 (maximum) 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***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.* ***Judging: This section has a maximum score of 10*** |
| ***Summary*** |  |
| ***How does your role sit within the institution’s strategy, values, and ethos? What impact have your actions had? What have you done to disseminate and aid replication of your project?*** *(If applicable.)* |  |
| ***Include information and numbers on any communication/engagement with others (including students) which relate to your actions*** |  |

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| **Significance for the Sector***Please summarise what you feel others can learn from your actions 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. 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 actions?***  |  |
| ***What is the potential for your actions to be replicated wider and a potential 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 Benefit***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. Did your project help widen participation?* ***Judging: This section has a maximum score of 10*** |
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| **Learner/Graduate Employer Benefit***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 2024 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 6 SEPTEMBER 2024**. 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.**