**REPORTING WITH INFLUENCE APPLICATION FORM**

Your URL will be judged.
The remainder of the cover page 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.**

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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**  | **REPORTING WITH INFLUENCE** |
| **URL to access your latest sustainability report or sustainability section of your annual report**  | ***Insert your URL here*** |
| Cover page 1 – general information |
| **Main contact name** (first name, last name) |  |
| **Main contact position/job title** |  |
| **Main contact email address** |  |
| **Main contact phone number** (office or mobile) |  |
| **Second contact name** (first name, last name) |  |
| **Second contact position/job title** |  |
| **Second contact email address** |  |
| **Marketing/Communications contact name** |  |
| **Marketing/Communications job title** |  |
| **Marketing/Communications email address** |  |
| **Organisation’s social media names:**X (formerly Twitter): | @ |
| LinkedIn: |  |

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| **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.** |
| **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)
 |
| **Organisation’s external accreditations** | *Please list here any standards/accreditations you have that are* ***relevant to your application*** |
| **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.* |  |
| **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 |

Cover page 2 – general information

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| **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*** |  |

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| **“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 online listings, promotions 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 and your 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*** |

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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 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)

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

Further to your stage 1 submission and finalists confirmation, if you have made ANY updates to your URL(s) since your stage 1 submission, please advise by completing the below form. Judges’ have some questions for you which require an answer too. Please do the following:

* Enter the URL link (relating to the changes you have made) in the table below. Please state what changes you have made and where (in which sections) – in the right side column. (If no new updates, then please write “N/A”.)
* Please address the judges’ questions.
* Maximum limit for stage 2 is 2 A4 pages, including this page.
* Please return this form in Word format which includes your stage 1 application, stage 2 application (any updates, judges’ questions, and your response to judges’ questions) to us by **NOON ON 6 SEPTEMBER 2024.**
* After this date it will be too late to update any data as it will be out for judging.

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| **Updated contact info if stage 1 details have changed**  | *Note: if the main contact name or contact details have changed since your stage 1 submission please enter any changes here.* |
| Category being entered  | **REPORTING WITH INFLUENCE** |
| **Paste your updated URL in the box to the right. (If no new updates, then please write “N/A”.)** |  |
| **State what changes have been made and where (in which sections).** |  |
| **Judges’ questions on your stage 1 application are enclosed to the right here. Please address these in the cell below.** |  |
| **Addressing judges’ questions to your stage 1 application.** *This is an opportunity for you to directly answer or clarify any elements the judges identified from your Stage 1 application.* ***Maximum limit for stage 2 is 2 A4 pages (including this page).*** |
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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.**