**SUSTAINABILITY INSTITUTION OF THE YEAR APPLICATION FORM**

**PLEASE NOTE:** This category is different to the others:

* You must complete all stage 1 sections and submit by the 5 June NOON deadline. Please submit to greengown@eauc.org.uk
* Successful finalists will go on to stage 2 and must complete the stage 2 section and submit by the 6 September NOON deadline.
* You will be invited to a Microsoft Teams meeting with judges on 3 October 2024 between 1000-1200 hours (exact timings will be notified in advance and meeting links sent out) where finalists will have the opportunity to meet the judges virtually, present live, and respond to judges’ questions.
* For the live presentations we would expect representation from senior management, curriculum, operations and student representation (limited to no more than 5 representatives in total) as this will enhance and verify the whole institution approach for this category. And each representative to speak.
* Further information will be provided to all finalists on 16 July 2024 when finalists are announced.
* This application form is to be completed by the team lead applicant and must be endorsed by a senior manager (e.g. vice chancellor/ principal).
* **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)

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

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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**  | **SUSTAINABILITY INSTITUTION OF THE YEAR** |
| **Lead contact name** (first name, last name) |  |
| **Lead contact position/job title** | *Include any professional titles (i.e. Professor etc.).* |
| **Lead contact email address** |  |
| **Lead contact phone number** (office or mobile) |  |
| **Senior Management Endorsement contact name** (first name, last name) |  |
| **Senior Management Endorsement contact position/job title** | *Include any professional titles (i.e. Professor etc.).* |
| **Senior Management Endorsement contact email address** |  |
| **Marketing/Communications contact name** |  |
| **Marketing/Communications job title** |  |
| **Marketing/Communications email address** |  |
| **Organisation’s social media names:**X (formerly Twitter): | @ |
| LinkedIn: |  |
| **Within the last 2 years, have you ever applied for a Green Gown Award with THIS project (or elements of it)?**  | Yes / No *– If yes, please provide details (i.e. year and category entered and status: applicant, finalist, highly commended, or winner). Please refer to the two-year note\* on the website under Conditions of Entry and provide further information on significant improvements.* |

Cover page 2 – general information (this is not part of the judging process)

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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.** |
| **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 |
| **Top 3 learnings from implementing your project** *Please write in the “first person” (i.e. I, we, our etc.). Please include your institutions / 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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| **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)

**These 2 cover pages are not included in the stage 1, 6-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. Explain succinctly what your team has achieved. 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)*
* 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 Team*****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 this category which asks 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 application funded? What level of funding has the application received?*** |  |
| ***Who were/are your funding partners?***  |  |
| ***What are the financial benefits gained from this application?***  |  |

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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 because 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 institution’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 application?*** |  |
| ***What sustainable procurement practices did you utilise with your application? 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)?*** |  |

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| **Leadership and Engagement***How does your application 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 application. This could include other departments/faculties, the local community and industry, as well as what communication about the application has taken place.* ***Judging: This section has a maximum score of 10.*** |
| ***Summary*** |  |
| ***How does your application 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 application 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 application. This could include other departments/faculties, the local community and industry, as well as what communication about the initiative 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 application?***  |  |
| ***What is the application’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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| **“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 your institution.***This part must be completed****. Please write in the first person (i.e. We / our) and write as if you have won the Award!****Important: please include the full name and title of your Vice Chancellor/ Principal*** |

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

- If your initiative includes a relevant, 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 application 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. **Please submit the whole document including your completed stage 1 application form and the following stage 2 uncompleted page in word format.** Ensure you have filled in all sections and your stage 1 application is no longer than 6 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 section is only applicable to successful finalists from stage 1 invited to a Microsoft Teams meeting to present and answer judges’ questions on 3 October 2024.**

**REMINDER:**

* You must complete the stage 2 section and submit by the 6 September NOON deadline.
* This application form is to be completed by the team lead applicant and must be endorsed by a senior manager (e.g. vice chancellor/ principal).
* Judges’ questions are inserted below. You have a maximum of 1 A4 page, to respond.
* You will be invited to a Microsoft Teams meeting with judges on 3 October 2024 between 1000-1200 hours (exact timings will be notified in advance and meeting links sent out) where finalists will have the opportunity to meet the judges virtually, present live, and respond to judges’ questions.
* For the live presentations we would expect representation from senior management, curriculum, operations and student representation (limited to no more than 5 representatives in total) as this will enhance and verify the whole institution approach for this category. And each representative to speak. You will be emailed additional information about this.
* **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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| **\*\*Updated contact info if stage 1 details have changed.** Leave blank if N/A. |
| *Note: if the main contact’s name or phone details have changed since your stage 1 submission please enter any changes here.* |
| **Any additional updates since stage 1 submission to be included here.** Maximum length **150 words**. Leave blank if N/A. |
| *Note: The stage 1 form is locked for editing, so any updates need to be included here.* |
| **Judges’ questions on your stage 1 application are enclosed below. Please address these on the next page. You will also be asked about them in the Microsoft Teams meeting with judges on 3 October 2024.** |
| *Note: Feedback from judges on your stage 1 application are included here.*  |

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| **Your response to judges’ feedback/questions.** Maximum length for this section is **1 A4 page**.  |
| *Note: This is your opportunity to answer the judges’ questions. Expand the box as necessary.* |

You can delete this red text if necessary.

You have now finished your Green Gown Awards 2024 stage 2 application form. **Please submit the whole document including your completed stage 1 application form and the completed stage 2 form in word format.** Ensure your stage 2 application includes any updates and your **1 page response to judges’ questions**.

Please send 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 application.**