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

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

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| **Organisation**  |  |
| **Country** (of organisation) |  |
| **Region** (select the region from the drop-down list) | Choose an item. |
| **Category being entered** (select the category from the drop-down list or type your category) | Choose an item. |

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| **Project title***Tip: we receive many applications - “catchy” names stand out!* |  |
| **Project URL** | *If your application relates specifically to video communications used within your initiative, you can add a web link to the video here. 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.* |

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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 on the website)**Tip: please make it as descriptive as possible.* |  |

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| **Organisational profile***Please state the number of students you have (include full and part-time students, and full, casual, and part-time staff and quote the full-time equivalent number - FTE).*  | * Number of students in your Institution:
* Number of staff in your Institution:
* Your institution’s annual turnover (in US$M): *(You can use an online conversion calculator to convert to US Dollars.)*
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| **Organisation’s external accreditations** | *Please list here any standards/accreditations your institution may have that are* ***relevant to your application*** |

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| **The initiative** ***Referring to the specific 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. If there is a lot of data that you want to include try and summarise it as much as possible. Please do not use links to external websites as judges will not review these so include all important elements here. For the Sustainability Institution of the Year category 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?*** |  |

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| ***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 etc).* ***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)?*** |  |

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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 website etc. Please include your institutions 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*** |  |
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You have now finished your 2024 International Green Gown Awards Stage 1 application form. Please ensure your Stage 1 application is **no longer than 4 A4 pages**.You may delete any red font notes in this document to create more space.

You need to click on the Google form link (see website) and upload this application form (in Word format), and your institution’s logo and one project image (in jpg or png formats).

Deadline is **12 NOON CET TIME ON 29 APRIL 2024**.
**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/international-green-gown-awards](http://www.greengownawards.org/international-green-gown-awards).
* M**inimum 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/CEO/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 an International 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, CEO, President or 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 Chancellor/CEO/ President/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 benefits and value of your application. What is the benefit 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 benefits 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 benefits.* ***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 any red font notes in this document to create more space.

You have now finished completing your 2024 International Green Gown Awards Stage 2 application form. This form contains your completed Stage 1 application, the judges’ feedback/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 CET ON 30 JULY 2024**. By submitting your application, you are accepting the conditions of entry which you can find at [[www.greengownawards.org/international-green-gown-awards](http://www.greengownawards.org/international-green-gown-awards)](http://www.greengownawards.org.uk)

**Good luck with your entry.**