

The Green Gown Awards Australasia recognise exceptional initiatives undertaken by tertiary education institutions to become more sustainable. They are run and administered by Australasian Campuses Towards Sustainability (ACTS).

## General information

The organisational award categories are open to all tertiary education institutions including universities, TAFE, Institutes of Technology and Polytechnics (ITPs), and Registered Training Organisations (RTOs). The individual ACTS Awards of Excellence are open only to individuals from current ACTS member institutions.

The awards are also open to third party organisations, if in collaboration with an institutional partner and multi-partner initiatives provided there is a clear leading institution.

**Special note for applications involving more than one institution:** We will have confirmed with the applicant which is the leading institution and the award will be made out to the lead institution only. However, we recognise that partnerships can have a significant role to solving sustainability issues and these will be recognised, if appropriate, in the form of a group/partnership name.

Initiatives which have won or were highly commended in the **previous two years**, in any category, will not be considered for this year's awards, unless they can provide evidence of further, significant improvement since the last application. They can, however, form part of an application to the Continuous Improvement: Institutional Change category, again provided that there is evidence of further improvement since the last award.

**These applications will need to benchmark against any previous entry and highlight achievements since the last submission in their application.** Other initiatives from the institutions concerned, or ones which were previously submitted but not awarded as winner or highly commended, can be re-submitted.

## Updates for 2019

- 2030 Climate Action – *NEW*
- Built Environment – *RETURNED*
- Student Engagement – *UPDATED*

## 2019 Application Process

Following its introduction in 2017, the two-stage application process will continue this year in a more simplified format. All organisational, individual and team submissions must submit documentation at the following stages:

### Stage 1:

- Stage 1 application form **\*\*there are separate organisational and team/individual application forms\*\***
- Institutional logo and project/individual/team photos

### Stage 2:

- Stage 2 application form (for successful Stage 1 applicants only, referred to as finalists)
- Finalist video **\*\*separate submission deadline\*\***

At each stage, before completing the online submission please ensure you have all your documents and accompanying materials ready to upload. Please review the pre-application checklist online before starting your submission.

### Stage 1:

- Stage 1 involves completing a full application form, which must be submitted [[online](#)] by 4pm Wednesday 26 June 2019.
- The application's content must not exceed 5 pages. This represents a total of 8 document pages, including cover pages and the empty Stage 2 application.
- Applications for the Continuous Improvement: Institutional Change category are allowed one additional page in the total allowance. Therefore, this category application must not exceed
- 6 pages, representing a total of 9 document pages (including cover pages and empty Stage 2 application).
- Once your application has been submitted, a judging panel of independent sector experts will review it.
- If your Stage 1 application is successful, you will be notified you are a finalist on 25 July 2019 and will be invited to complete your Stage 2 application.

### Stage 2:

- Only those applicants shortlisted as a finalist are eligible to complete and submit the Stage 2 section of their application form.
- The Stage 2 section requires finalists to address the judges feedback and questions from their Stage 1 application.
- The maximum length for the Stage 2 application is 1 page. This represents a total of 8 document pages (including cover pages) except Continuous Improvement applications which may have a total of 9 document pages.
- Completed Stage 2 applications must be submitted [[online](#)] by 4pm 29 August 2019.
- These applications will be reviewed by the same judging panel as Stage 1, who will select a winner, and where appropriate up to two highly commended, per category from the list of finalists.

## Judging

Judging will be based on a composite view of the application, taking into account the generic awards criteria, the questions within the application form, and the specific criteria of the award category.

If successful at Stage 1, judges will invite applicants to submit the Stage 2 application form and address any questions they may have. As such your Stage 2 application will include responses to judges' questions, which allows applicants the opportunity to provide updated and clarified information, ensuring a higher quality application.

## Conditions of entry

Please view the conditions of entry before submitting your application [online]. Submission of your application form means you have read, understand and accept the conditions of entry.

## Marketing materials

ACTS and the awards governing body will use some of the information contained with the application for marketing and promotional purposes. Specifically, the Project Title, Summary, Top Three Learnings and What Would It Mean to Win components, along with accompanying logo and images, will be used in a range of materials if your application is selected as a finalist.

## Finalist video

All finalists will be asked to complete a short 2-minute case study video by 31 October 2019 for inclusion at the Green Gown Awards Australasia Gala Dinner and Award Ceremony. All finalist videos will be shown at the ceremony, as well as disseminated widely throughout the sector as part of the annual awards cycle.

## Awards ceremony

All finalists will be showcased, and winners announced at the annual Green Gown Awards Australasia Gala Dinner on the 14 November 2019 held at Larnach Castle, Dunedin. The event is held in conjunction with the 19th International ACTS Conference, hosted by The University of Otago on the 13 – 15 November 2019.

## International Green Gown Awards

The Green Gown Awards are delivered on a regional basis in Australasia, the UK and Ireland and French speaking Europe and Canada and globally through the GUPES. The winners from three categories will automatically be submitted to the International Green Gown Awards:

- Benefitting Society
- Continuous Improvement: Institutional Change *\*\*Submitted to: Sustainable Institution of the Year\*\**
- Student Engagement

## Completing your Stage 1 organisational category application

There will be a large number of Stage 1 applications, so those which stand out through their clear signalling of achievements, succinct descriptions of work done and benefits achieved, and the provision of quantitative information, will have a greater chance of impressing the judges and progressing to Stage 2.

If you wish to back up any statements within the text of your application, consider adding web links at the relevant section. Judges do look favourably if they can see evidence for claims made. Please note however that judges are not required to view any included links, so ensure they are not central to the application.

### Generic criteria:

To ensure you submit a strong application, and depending on the category you are applying for, we have highlighted the following key criteria for increased success:

- Demonstrate the impact of any measures taken and show documented outcomes.
- Provide clear quantitative data to support claims being made.
- If submitting under the Sustainable Campus category please include overall tonnes of CO<sub>2</sub> saved, (if available). Include, where appropriate, metrics such as: carbon savings relative to output/activity. This might be tCO<sub>2</sub>/student or tCO<sub>2</sub>/staff member and/or cost of a project relative to the amount of carbon that has been saved, i.e. \$/tCO<sub>2</sub>
- Provide industry norm versus over and above requirements.
- Applications need to demonstrate actions above and beyond standard practice.
- Document mature projects, which have been evaluated and monitored longitudinally.
- Explain clearly how the project includes academic staff and/or professional sector staff/support staff, students and include numbers of those involved. Where students and staff are involved, as well as numbers, include how they were involved and what impact/influence they had.
- If it's a joint partnership or third parties are included, please provide details on the roles of all parties and state who is the main driver.
- A small institution is defined as less than 15,000 full time equivalent (FTE) enrolled students.
- Explain any KPI's that are relevant to your application and any relevant costs/resources, inputs/outputs. For example: Before initiative: 10% of students were engaged. After initiative: 70% of students were engaged.

The following topics must be covered in your application:

### [Completed in the online submission fields]

**General Information** – If the application is being made by a third party, or other non-academic body, please obtain prior approval from the institution, and provide a contact at the institution.

**Sustainable Development Goals (SDGs)** – The awards organisers are gathering information, globally, on the SDGs. Please select up to four SDGs that your application particularly delivers against. As educators for future generations of leaders, institutions have a critical responsibility for the successful implementation and realisation of the SDGs. Education is a transformational element in realising all goals. This is NOT part of the judging process but for wider information gathering purposes only, to illustrate the role of applicants in delivering the SDGs.

**[Completed within your application form]**

**Project Title and Summary** – Please include a short summary of the initiative. This should only be a few sentences in length. Please make the title short and ‘catchy’ and the summary as descriptive as possible, this will need to grab the judges’ attention.

**Organisational Profile** – You must provide the relevant information and include a short profile of your organisation. Please use the points within the application form to shape your profile. Top 3 learnings from implementing your project - Please write in the “first person” (i.e. I, we, our etc.). This is NOT a part of the judging process but will be used in various marketing communications and campaigns as well as the Finalists’ Brochure, 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.

**The Initiative** – Describe the initiative covering topics such as the activities undertaken; reasons for doing it; time-scale; 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 as possible to support your claims. If you have a lot of data you want to include, summarising may be appropriate.

**The Environmental and Social Benefits** – Summarise the benefits. Benefits may relate to operational outcomes, environmental/social outcomes, and/or 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. Highlight distinctive features (e.g. levels of efficiency saving, success in reducing car usage etc). What are the positive unexpected outcomes from the project? What sustainable procurement practices did you use? Were any established as a result of the project? Did you encounter any obstacles? Has the project resulted in a positive shift in attitude? Indicate, where relevant, the reference case against which benefits are being compared. What are the projects legal requirements versus what you have done over and beyond these standard requirements?

**Leadership and Engagement** – 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; demonstrating leadership in communicating your initiative. Also 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. Please provide the above answers in the relevant boxes.

If you are applying for a category linked to the International Green Gown Awards please pay particular attention to the last 3 questions: dissemination and replication, project reach and scale of impact wider than the sector. These questions must be answered fully as they form part of the judging criteria for the International Awards.

**Wider Societal Impact** – 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.

**Graduate Employer Impact** – Outline the impact and value of your application to graduate employers. How has your application improved graduate employability attributes that will attract them to potential employers? What is the legacy of your application as it benefits graduate employers? Provide evidence of the impact.

**Special Note for the Continuous Improvement: Institutional Change category:** Applications must address ALL four key institutional priority areas: Facilities & Operations, Learning, Teaching & Research, Partnerships & Engagement, Leadership & Governance, for your submission to be considered.

It is especially difficult to judge this category, so please ensure you highlight key areas where the institution is distinctive compared to its peers, and provide supporting evidence. Tangible evidence of high-level commitment, and its incorporation into management procedures, will also carry great weight with the judges.

## Completing your Stage 1 individual/team category application

**Individual categories: Must be nominated by a manager or peer.** The nominee is the person filling out the form and being put forward for the individual ACTS Awards of Excellence. The nominator is the person submitting the application on behalf of the individual.

**Team category: Must be completed by the lead applicant and must be endorsed by a senior manager (for example a Faculty Head or Director).**

There are three categories available in 2019:

1. Outstanding Leadership Team. This new category recognises the pioneering and innovative cross institution approaches team within our institutions are taking to deliver more sustainable institutions through whole-institution sustainability strategies and new organisational structures.
2. ACTS Award of Excellence - Staff. Individuals are asked to nominate a colleague/friend/peer. Self-nomination is not accepted. Only ACTS members are eligible for nomination.
3. ACTS Award of Excellence - Student. Individuals are asked to nominate a colleague/friend/peer. Self-nomination is not accepted. Only ACTS members are eligible for nomination.

Individuals are asked to complete a full Stage 1 Application Form, completed in the first person.

**Please cover the following topics in your application:**

**[Completed in the online submission fields]**

**General Information** – Please ensure you have permission from the nominee before you make your nomination.

**[Completed within your application form]**

**Individual/Team Summary** – Please explain succinctly what you/your team have achieved. Please make it as 'catchy' and descriptive as possible.

**The Individual/Team** – Why do you think you/the team deserves 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 note that judges may not review links to external websites so include all important elements within your application.

**Impacts 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. How were circular economy principles used? (If relevant.) Include any positive unexpected outcomes from your actions. Describe how you have gone over and beyond standard job requirements?

**Leadership and Engagement** – Please summarise what you feel is distinctive about YOUR actions. How does your role/your team's 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 actions or initiatives. Include numbers involved. What have you done to disseminate and aid replication of your project/s? (If applicable.)

## Completing your Stage 2 application

Organisational and individual/team finalists are required to submit the completed application form for Stage 2 judging, which will have been returned and include judges' feedback/comments/questions. It will identify areas where perhaps you are able to improve upon/include/go into more detail in your Stage 2 section. You can also include any new, relevant, additions/updates to your initiative.

Your Stage 1 application section is locked and may not be edited. You must only complete the Stage 2 section of the application form.

We encourage you to pay considerable attention to these questions in your Stage 2 application. Overall the judges are looking for a concise continuation of your Stage 1 application, including further information and improvement where advised by their feedback.

Good luck with your application!

If you have any questions regarding the awards please contact:  
[ggaa@acts.asn.au](mailto:ggaa@acts.asn.au)