Green Gown Awards
Australasia

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.

All categories will be awarded to the lead institution with the exception of the Individual categories - Research with Impact Award (Student), Sustainability Champion (Staff and Student) - which recognises an individual within an institution and the Powerful Partnerships category which recognises multi-partner initiatives.

**Special note for applications involving more than one institution (excluding Powerful Partnerships):** 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 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 *Sustainability Institution of the Year* 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 can be re-submitted.

## Updates for 2022

- Building Back Better *(RETIRED)*
- Leading the Circular Economy *(BACK IN 2023)*
- Powerful Partnerships *(NEW)*
- Research with Impact – Student *(NEW)*
- Sustainability Champion *(UPDATED NAME & CRITERIA - formally ACTS AWARD OF EXCELLENCE)*

## 2022 Application Process

The Green Gown Awards is a two-stage application process. The benefits of a two-stage process are to make it easier for applicants; to enable a feedback process to achieve a more uniform quality in the applications seen by the full judging panel; and to allow recognition of a greater number of initiatives (through publication of a considerable number of finalist entries).

### Stage 1:

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

### Stage 2:

- Stage 2 application form (for successful Stage 1 applicants only, referred to as finalists)
- Finalist video (not mandatory in 2022) **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 5pm Thursday 30 June 2022.
- The application's content must not exceed 6 pages. This represents a total of 10 document pages, including cover pages, image pages and the 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 3 August 2022 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 10 document pages (including cover pages) except Continuous Improvement applications which may have a total of 11 document pages.
- Completed Stage 2 applications must be submitted [online] by 5pm Wednesday 31 August 2022.
- 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. You are also asked to upload an institutional logo and up to three images in the submission portal, which will also be used for marketing and promotional purposes. **The images and video shared within the application form in the Project Specific Supporting Materials section will be viewed by judges only**. As such, the images uploaded to the submission portal can be different to the ones included within the application form.

## Finalist video

Finalists are invited to create a short 2-minute case study video by 1 November 2022. Finalist videos will be disseminated widely throughout the sector as part of the annual awards cycle.

## Virtual awards ceremony

All finalists will be showcased, and winners announced at the annual Green Gown Awards Australasia Gala on 17 November 2022. Due to ongoing COVID-19 restrictions, the awards will be hosted virtual again this year; however, organisers will incorporate lots of opportunities for live interaction throughout the event.

## 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 International Green Gown Awards. The winners from five categories will automatically be submitted to the International Green Gown Awards:

- Benefitting Society
- Climate Action
- Creating Impact
- Next General Learning and Skills
- Student Engagement
- Sustainable Institution of the Year

## 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 make a strong application please provide facts and figures to support your application and meet all the criteria within your chosen category. You should also include the following generic criteria:

- Demonstrate the impact of any measures taken and show documented outcomes.
- Provide clear quantitative data to support claims being made.
- Include, where appropriate, metrics such as: carbon savings relative to output/activity. This might be tCO2/student or tCO2/staff member and/or cost of a project relative to the amount of carbon that has been saved, i.e. $/tCO2
- Applications need to go above and beyond standard practice. For those categories asking for a holistic, whole life-cycle approach, the application must focus on the whole life-cycle and not on an individual campaign(s).
- 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. If your initiative is submitting to Powerful Partnerships, please provide details on the roles of all parties and state who is the main driver - and state if selected, the name of the partners as they should appear on the certificate/trophy.
- 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:**

**General Information** – Organisation name, category entered and details on previous submissions to the awards. Please outline 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.

**Project Specific Supporting Materials** – If your initiative relates to a visual or a virtual campaign you can include a URL and/or images to illustrate this. We will ask judges to view the images/URL, but cannot guarantee all will do so. So please ensure any pertinent information is included as text within your application. If not relevant to your entry, do not include. You need to enter the images within the boxes within the application form and not send as separate files.

**Project overview** – 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.

**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.

**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** – How does your project fit within your wider institution's strategy, value and ethos? How have you demonstrated leadership in communication your initiatives? What ways have you involved others? This could include other departments/faculties, local community and industry, as well as what communication about the project has taken place.

**Significance to the Sector** – 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.

**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.

**Learner/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 Sustainable Institution of the Year 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.

There are three categories available in 2022:

1.  Research with Impact – Student. Individuals are asked to nominated by a tutor who can verify your grade/score. If your project work is carried out in a team (i.e., team dissertation) then you may submit on behalf of the team and make it clear in the application form that this is the case. Self-nomination is not accepted.

2.  Sustainability Champion – Staff. Individuals are asked to nominate a colleague/friend/peer.
    Self-nomination is not accepted. Only ACTS members are eligible for nomination.

3.  Sustainability Champion – 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 (eg. Using "I am/I have").

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

**Project Specific Supporting Materials –** If your initiative relates to a visual or a virtual campaign you can include a URL and/or images to illustrate this. We will ask judges to view the images/URL, but cannot guarantee all will do so. So please ensure any pertinent information is included as text within your application. If not relevant to your entry, do not include. You need to enter the images within the boxes within the application form and not send as separate files. (~See note below on file sizes.)

**The Individual** – 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).

**Wider Societal impact** – Please outline the wider societal impact and value of your application. What is the impact of your efforts/research to society outside of your institution, staff and students? What is the legacy of our work as it benefits wider society? Provide evidence of the impact.

**~File Sizes:** In order to keep file sizes small, if you do submit any images, 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 within the application form and not send as separate files.

## Completing your Stage 2 application

Organisational and individual 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 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, contact ggaa@acts.asn.au**