**This form is for Individual Awards ONLY**

Cover page – General Information

Individuals apply themselves but should be formally nominated by a manager, peer or supervisor (within or outside the sector). Please ensure the application is written in the first person (ie. “I did”).

By submitting this completed application form, you confirm that:

* You have read, understand and accept the [**Conditions of entry**](https://ggaa.acts.asn.au/awards/coe/)available at [**ggaa.acts.asn.au**](file:///Users/valina/Library/Mobile%20Documents/com~apple~CloudDocs/Documents/ACTS/Design/GGAA/2020GGAA_Forms/Applications/ggaa.acts.asn.au), and the [**specific category criteria**](https://ggaa.acts.asn.au/categories/) and [**Guidance notes**](https://ggaa.acts.asn.au/awards/coe/)for participants.
* Minimum font size is Calibri size 9pt.
* You may delete the text box at the end of Stage 1 to give you additional space if needed.
* If you wish to provide evidence to back up your claims, please include links to websites, images etc. in the main
body of the text. **However please do not exceed the maximum number of 3 pages for Stage 1**
* You must not exceed the stated number of pages for both stages:
	+ Stage 1 application is 4 pages (max of 7 document pages, including cover pages and empty Stage 2)
	+ Stage 2 application is 1 page (max of 7 document pages, including cover pages and completed Stage 1 & 2)
* Important note for Nominator: by submitting this application form, you are verifying that the information about the nominee/project is a true and accurate account and that the application does not take credit for the work of others.

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| **>****Whenever you see this > icon, hover you mouse over the following text to find some helpful tips to complete your application.****We've given you more space!** |
| **General information** |
| Name of the person nominated for the individual category award (The Nominee) including their title (Mr, Ms, Professor etc) |
|  |
| Job title / student role |
|  |
| > [Category being entered](#Bk3" \o "• Sustainability Champion – Staff • Sustainability Champion – Student • Research with Impact – Student   ) |
|  |
|  |  |
| **Individual Award overview** |
| > [Individual summary](#IndividualTeamSummary) (max 150 words) |
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| Project specifc supporting materials (1 page maximum)  |
| If your initiative relates to a visual or virtual campaign you can include a URL and/or images to illustrate this. Please do not include unless relevant to your application. 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. This is separate to and not a part of the video or media submissions that you can submit for marketing and promotional materials.  |
| > [Project specific URL](#Bk1" \o "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.) |  |
| > [Project specific images](#Bk2" \o "If your application relates specifically to a visual campaign, you may include up to three photographs / images (maximum) illustrating your project within the box below. Please only include if relevant and please provide a description for each of them.) |
|  |
| Image 1 label: |  |
|  |
| Image 2 label: |  |
|  |
| Image 3 label: |  |
| FILE SIZE – 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. The images need to be within the boxes above and not send as separate files. |

**Page 1 of 4**

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| **Page 2 of 4** |
| The individual*Why do you think you deserve 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); 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 do not use links to external websites as judges may not necessarily review all the information so include essential elements here. This information will be used for the case studies that feature on our website.* |
|  |
| Impact and Benefits**Page 3 of 4** |
| > [Summarise the impact and benefits from your actions.](#ImpactBenefits) |
|  |
| Leadership and Engagement |
| > [Summarise what you feel is distinctive about your actions.](#LeadershipEngagement) |
|  |
| Wider societal impact |
| > [Please outline the wider societal impact and value of your application*.*](#WiderSocietalImpact) |
|  |
| You have now completed your Stage 1 GGAA application. The remainder of the form is for **Stage 2 applicants only** and will only be filled out if your Stage 1 application is successful. **No more pages can be added to this document beyond this point.**Submit your completed application form along with the online submission details [**[HERE]**](http://ggaa.acts.asn.au/awards/hte/) by 5pm Thursday 30 June 2022. |

**Page 4 of 4**

Notes for Stage 2 applications

The Stage 2 application allows you an opportunity to update your submission by addressing the judges’ questions to your Stage 1 application. Please include any new, relevant, additions/updates to your initiative. **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 section.

1. Complete and upload this application form **(in word format only)** to accompany your online submission.
2. Please ensure your application contains your completed and unchanged Stage 1 section as well as this Stage 2 section.
3. You may delete the text box at the end of Stage 2 and/or question descriptions to give you additional space if needed.
4. The length for this part of the application is 1 page (forming a submission maximum of 6 document pages, including cover pages and completed Stage 1 & 2). Any applications submitted exceeding the limit will not be considered.

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| **The judges’ questions are included HERE** |
|  |
| **[> Updated information](#UpdatedInformation" \o "Include any relevant, new material since your Stage 1 submission.) (max 150 words)** |
|  |

**2022 STAGE 2 APPLICATION | INDIVIDUAL AWARDS**

**Cover page is not included in the page count**

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| **Addressing judges’ questions on your Stage 1 applications** |
| The judges’ questions are included above. This is an opportunity for you to directly answer or clarify any elements the judges identified from your application. |
|  |
| You have now completed your Stage 2 Green Gown Awards Australasia application. Please ensure you have filled in all sections and this form contains your completed (unchanged) Stage 1 application, your answers to the judges’ questions and your Stage 2 answers. **No more pages can be added to this document beyond this point.**Submit your completed application form (word format) with the online submission details [**[HERE]**](http://ggaa.acts.asn.au/awards/submissions/) by 5pm Wednesday 31 August 2022.  |

**2022 STAGE 2 APPLICATION | INDIVIDUAL AWARDS**

**Page 1 of 1**