**This form is for Individual Awards ONLY**

STAGE 1 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”).

* You have read and accept the [**Conditions of entry**](https://ggaa.acts.asn.au/awards/coe/)available at [**ggaa.acts.asn.au**](https://ggaa.acts.asn.au/); and have read the [**specific category criteria**](https://ggaa.acts.asn.au/categories/)**,** and the [**Guidance notes**](http://ggaa.acts.asn.au/wp-content/uploads/sites/4/2021/05/GGAA2021_Guidance-Notes-for-Participants.pdf) **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 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 4 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)

DECLARATION: By submitting your application form, you declare that the information presented is a true and accurate account of the nominee/project and that if further verification is required, then you will comply with such requests.

**Whenever you see this > icon, hover you mouse over the following text to find some helpful tips to complete your application.**

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| **General information** | | | | |
| Name of the person nominated for the individual category award (The Nominee) including their title (Mr, Ms, Professor etc) | | | | |
|  | | | | |
| [> Nominee’s position](#Nominee's position) or area of study | | |  | |
| [> Nominee’s institution](#Noninee's institution) | | |  | |
| [> Category being entered](#Bk3" \o "Sustainability Leadership, Sustainability Staff Champion or Sustainability Student Champion) | | |  | |
| > [Top three learnings](first#Top3learnings) only from implementing your approach (max 15 words per learning). Please write in the “first person” (i.e. I, we) | | | | |
| 1 |  | | | |
| 2 |  | | | |
| 3 |  | | | |
|  | |  | |
| **>** [**Individual summary**](#IndividualTeamSummary) **(max 150 words)** | | | | |
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|  |
| The individual [Judging: This section has a maximum score of 20 – 10 for overall initiative and 10 for category criteria] |
| *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 your 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 [Judging: This section has a maximum score of 10] |
| > [Summarise the impact and benefits from your actions.](#ImpactBenefits) |
|  |
| Leadership and Engagement [Judging: This section has a maximum score of 10] |
| > [Summarise what you feel is distinctive about your actions.](#LeadershipEngagement) |
|  |
| Wider societal impact [Judging: This section has a maximum score of 10] |
| > [Please outline the wider societal impact and value of your application*.*](#WiderSocietalImpact) |
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| Supporting materials (1 page maximum) *Do not delete this page if you have no materials to share* | |
| *You can include a URL and/or images support your application. If the video contains important 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. These materials are specifically for judges and are separate to the promotional images you are asked to provide with your stage 1 submission .* | |
| > [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.) |  |
|  | | |
| *Image 1 caption* | | |
|  | | |
| *Image 2 caption* | | |
|  | | |
| *Image 3 caption* | | |
| You have now completed your stage 1 INDIVIDUAL GGAA application. The remainder of the form is for **stage 2 applicants only** and will only be filled out if you progress as a finalst. No more pages can be added to this document beyond this point.  Please submit the whole document including your completed stage 1 application form and the following stage 2 uncompleted pages in word format by 5pm AEST Wednesday 26 June 2024. [You may delete this text box if required] | | |

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) **(max 150 words)** |
|  |

**2024 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) via online submission details by 5pm Wednesday 29 August 2024. |

**2024 STAGE 2 APPLICATION | INDIVIDUAL AWARDS**

**Page 1 of 1**