**This form is for Organisational Awards ONLY**

STAGE 1 COVER PAGE – General information

* By submitting this application form, you declare that the information presented is a true and accurate account of the project and that if further verification is required, then you will comply with such requests.
* 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 needed.
* You must not exceed the stated number of pages for both stages:
	+ Stage 1 is 6 pages (max of 9 total document pages, including cover pages, materials page and the empty Stage 2 section).
	+ Stage 2 is 1 page (max of 9 document pages**,** including cover pages).

**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** |
| [> Organisation name](#OrgName" \o "All communications will refer to your organisation by this name.) |  | [> Category](#category)  |  |
| Your project can only be entered into ONE category  | [ ]  Yes, I confirm, I have only entered this project into ONE category. |
| [>](#Bk8" \o "Yes / No (If yes, provide details (i.e. name of project, year and category entered and and status: applicant, finalist, highly commended or winner. Refer to the two-year note* (on the website under Conditions of Entry) and information on improvements.)  Within the last 2 years, have you applied to a GGAA with THIS project (or elements of it)?  |
|  |
| [>](#Bk7" \o "Note: If you are a third-party applying, please insert the institution’s name, contact person, their mailing address, email address and contact phone numbers here.)  Third-party organisations may enter jointly or on behalf of an institution, with approval from an institutional employee. |
|  |
| Please select ONE Sustainable Development Goal (SDG) that your application particularly delivers against. > Hover to see the SDG |
| [1](#SDG01) | [2](#SDG02) | [3](#SDG03) | [4](#SDG04) | [5](#SDG05) | [6](#SDG06) | [7](#SDG07) | [8](#SDG08) | [9](#SDG09) | [10](#SDG10) | [11](#SDG11) | [12](#SDG12) | [13](#SDG13) | [14](#SDG14) | [15](#SDG15) | [16](#SDG16) | [17](#SDG17) |
| [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |

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| > [Top three learnings](first#Top3learnings) only from implementing your project (max 15 words per learning) |
| 1. |  |
| 2. |  |
| 3. |  |

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| --- |
| [>](#Organisational profile) [Organisational profile](#OrgProfile)  |
| HE / FE / RTO |  | Institution’s annual turnover | $  |
| # students (full & part time & FTE) |  | # staff (FTE) |  |
| # campuses (urban/rural) |  |
| Organisation’s external accreditations (please list any standards/accediations that are relevant to your application) |
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| **Project overview** |
| [Project title](#ProjectTitle) [Tip: we receive many applications – short “catchy” names stand out!] |
|  |
| [>](#Project summary" \o "This text must be as close to 150 words as possible. If you are selected as a finalist/winner, this text will be included in the online listings. Tip: please make it interesting and descriptive as possible.) [Project summary](#ProjectSummary) (max 150 words) |
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| [> The initiative](#The initiative) [Judging: The section has a max score of 25 – 15 for the overall initiative and 10 for category specific critiera] |
| [> Describe the initiative](#DescribeTheInitiative" \o "Please list here how your initiative meets the specific category criteria. Using bullet points can be helpful. We recommend you provide as much evidence and supporting text here as you can.   ) |
|  |
| How was the project funded? What level of funding has the project received? Who were/are your funding partners? |
|  |
| What are the financial benefits gained from the project? |
|  |
| [> Environmental and social benefits](#Environmental and social benefits) [Judging: This section has a maximum score of 10] |
| > [Summarise the benefits](#SummariseTheBenefits) |
|  |
| What are the positive unexpected outcomes from your project? |
|  |
| > [What sustainable procurement practices](#What sustainable practices) did you utilise in your project? How were circular economy principles used? |
|  |
| How has this benefited other areas of the institution? |
|  |
| Describe how the initiative has gone over and beyond standard/ legal requirements (where applicable)? |
|  |
| Leadership and engagement [Judging: This section has a maximum score of 10] |
| > [Please summarise what you feel is distinctive about your proposal.](#LandESummarise) |
|  |
| 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. |
|  |
| > [Significance to the Sector](#Bk4) [Judging: This section has a maximum score of 10] |
| Please summarise what you think is distinctive about your proposal? |
|  |
| 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? |
|  |
| Wider societal impact [Judging: This section has a maximum score of 10] |
| > [Please outline the wider societal impact and value of your application](#WiderSocietalImpact) |
|  |
| Learner/Graduate employer impact [Judging: This section has a maximum score of 5] |
| > [Please outline the impact and value of your project graduate employers](#GraduateEmployerImpact) |
|  |
| **The written component of your stage 1 application should end on Page 5 of 6.** |

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| Project specific supporting materials (1 page maximum) *Do not delete this page if you have no materials to share* |
| If your initiative relates to a visual or virtual campaign you can include a URL and/or up to images (max 3MB) with their captions in the three boxes below 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. These materials are separate to the promotional images you are asked to provide with your stage 1 submission and the case study video that you can submit if you are selected as a finalist.  |
| > [Project specific video URL](#Bk1) |  |
|  |
| *Image 1 caption* |
|  |
| *Image 2 caption* |
|  |
| *Image 3 caption* |
| 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 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] |
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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 9 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** |
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| [**> Updated information**](#UpdatedInformation) **(max 150 words)** |
|  |
| **[>](#Bk5" \o "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’ brochure, website etc.)  “What would it mean to your institution to win a Green Gown Award?” To be completed by your Vice Chancellor/Principal (max 50 words)** Important: please write in the first person (ie. We /Our/ I) and write as if you have won the Award. Please include the full name and title of your Vice Chancellor/Principal. |
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**2024 STAGE 2 APPLICATION | ORGANISATIONAL AWARDS**

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

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| **Addressing judges’ questions on your Stage 1 application** |
| 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 in **word format** to the online submission portal by 5pm AEST Thursday 29 August 2024. [You may delete this text box if required].

**2024 STAGE 2 APPLICATION | ORGANISATIONAL AWARDS**

**Page 1 of 1**