

Why enter the GUPES Green Gown Awards?

The Green Gown Awards are the most prestigious recognition of environmental and sustainability best practice within the further and higher education sectors. The Awards provide the sector with benchmarks for excellence and are respected by Government, funding councils, senior management, academics and students. The GUPES Green Gown Awards are supported by the United Nations Environment Programme (UNEP) and the Global Universities Partnership on Environment and Sustainability (GUPES) and are open to GUPES members. Membership to GUPES is free of charge and you can join at http://www.unep.org/training/programmes/New_Membership.asp. Each GUPES region has selected a category that is most appropriate for their region taking into consideration of initiatives that are taking place within institutions within their region:

- Africa: **Continuous Improvement: Institutional Change**
- Asia and the Pacific: **Community Engagement**
- Europe: **Student Engagement**
- Latin America and the Caribbean: **Community Engagement**
- North America: **Student Engagement**
- West Asia: **Continuous Improvement: Institutional Change**

Important Dates

- 31 May 2016 - Application Deadline
- 22 June 2016 - Finalists announced
- 6 July 2016 - Case study and video deadline for Finalists
- 1 August 2016 – Winners announced
- 13 September 2016 – GUPES Green Gown Awards Ceremony, Boston, USA

Reward your sustainability journey

Applying for a **GUPES Green Gown Award** will not only motivate your team, management and students but it will inspire others in the sector to do more and opens the doors to new opportunities:

- Acknowledging your team's efforts – engage your staff and students
- Raising your profile and showcase your sustainability excellence via events, case studies and videos
- Helping to gain recognition from senior management
- Obtaining regional and international recognition
- Joining a network of exceptional institutions with year-long promotion for your institution

Winning a GUPES Green Gown Award will bring huge awareness and positive press to not only your institution as a whole but also to the profile of sustainability within it.

What the judges are looking for

- Applications that 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.
- The judging will be based on a composite view of the application, taking account of the following criteria, and the specific nature of the Award category:

- How well does the project fit the category
- The nature and size of both environmental and non-environmental benefits (relative to its context)
- The relationship between benefits and costs
- Broader significance to the sector (e.g. originality, innovation/best practice within the sector, pathfinder status; replicability)
- The quality and reliability of evidence supporting the claims being made (e.g. quantitative evidence of benefits and outcomes)
- Unusual features which make the application 'stand out from the crowd' (e.g. extraordinary commitment and impact of a member of staff, quirky responses to topics that are sometimes seen as boring).

Exceptions

If your region already has an existing Green Gown Awards programme then you can only apply once to your regional Green Gown Award programme and are NOT eligible to apply for the GUPES Green Gown Awards, regardless of whether you are a GUPES member or not. The following Green Gown Award Programmes exist:

- UK Green Gown Awards – visit www.greengownawards.org.uk
- Australasia Green Gown Awards – visit <http://www.acts.asn.au/initiatives/ggaa/>
- Les Trophées des campus responsables Francophones (French speaking Europe & Canada) – visit <http://www.tropheesdescampusresponsables.com/>

Filling out the application form

Please cover the following topics in your application:

Cover Page - 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.

Project Title and Summary – please make it as 'catchy' and descriptive as possible. If you are selected as a Finalist, this text will be included in the Finalists' Brochure.

Organisational Profile - You must provide the relevant information and include a short profile of your organisation.

The Initiative – Describe the initiative, covering topics such as the activities undertaken; reasons for doing it; timescale; 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 to 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 if possible include important elements here. We also want to hear about how the project was funded, what level of funding it received, which partners you worked with as well as any financial benefits gained from the project.

The Environmental and Social Benefits - Summarise the benefits. Benefits may relate to operational outcomes, environmental/social outcomes, sector benefits. Provide as much quantification as possible, making maximum use of normalised measures (e.g. energy per student or square metre of floor space) and be consistent in use of units. Be sure to highlight distinctive features (e.g. levels of energy and water efficiency saving, success in reducing car usage). Summarise the sustainable procurement practices – covering initiatives you used and any obstacles you encountered. What procurement practices were put into place as a result of your project? Has this resulted in a positive shift in attitude? Or in future procurement activities? Describe any financial implications as a result of

your procurement practices? What are your project's 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. **The dissemination and replication, project reach and scale of impact wider than the sector questions must be answered fully as this forms part of the judging criteria for the International Green Gown Awards.**

You must not exceed the 4 page limit, plus 1 page cover (so 5 pages in total).

No background material or appendices etc. will be accepted and examined, so please do not send this.

Pre-application checklist

Before you submit your application, please ensure you have read the checklist:

1. I have read and understand the Guidance Notes and understand that submitting this application indicates that I accept the rules of the Awards and the **Conditions of Entry**.
2. I have read the category criteria and have chosen the correct category for my region. It is my responsibility to ensure the category applied for is correct.
3. I have fully completed the application form and it is no longer than 4 A4 sides long (excluding cover page). It is saved in Word format ready to email. Any applications over 4 A4 sides long (excluding cover page) or in PDF format **will not** be accepted.
4. I acknowledge that **no supporting material** is required with my application.
5. All entries for the GUPES Green Gown Awards are to be sent via email in the Application Form Word template provided to greengown@eauc.org.uk before 12 noon GMT on **Tuesday 31 May 2016**.
6. Finalists will be invited to submit marketing materials, a case study and a short video. This information will be used for the Finalists Brochure and videos may be shown at Green Gown Award events or UNEP/GUPES events.

Conditions of Entry

By submitting an application you are agreeing to these conditions:

1. All applications must be received on an official application form in English by the stated deadline. Late applications will not be accepted.
2. Third party organisations may enter on behalf on an institution, but an institution employee must approve the application. Any such listings, including the Award, will use the institution's name and not to the third party organisation.
3. Applications must be for an individual institution initiative and not for wider sector initiatives. Applications recognising collaboration from multiple institutions are welcomed but must have a leading institution. 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.
4. The Awards organisers reserve the right to refuse an entry if the rules have not been met.

5. The Awards organisers reserve the right to audit winning applications to ensure that claims made are fully justified.
6. Applications, by applying, agree to disseminate good practice to the sector and this information will be in the public domain.
7. The Awards organisers will aim to provide generic feedback on unsuccessful applicants. However, due to the number of applications this cannot be guaranteed and specific feedback cannot be provided.
8. All Finalists are required to submit a case study and video as part of their commitment for dissemination to the wider sector. Guidelines will be provided to the Finalists and the deadline to provide these is 6 July 2016.
9. Entries are accepted from any legal entity within the tertiary education sector residing within the relevant GUPES regions. All applications will be governed by the same rules and no preferential treatment will be given. However, if you are eligible to enter a regional Green Gown Award (e.g. UK, Australasia or French speaking Europe and Canada) then you are not eligible to apply for the GUPES Green Gown Awards. Applications received that are not eligible to enter will automatically be discounted and will not be judged.
10. All applications received agree to their contact details being passed to any relevant supporters or sponsors of the Awards. If you do not wish to have your details included you must notify us by email by 31 May 2016.
11. The Awards organiser's decisions are final and no correspondence will be entered into.

International Green Gown Awards

The **International Green Gown Awards** recognise exceptional sustainability initiatives being undertaken by universities and colleges. The Awards cover all aspects of educational institutions – from their teaching and research, leadership, buildings and food to how students can benefit the quality of life in the communities around them.

The Green Gown Awards are run in the UK, Australasia, French speaking Europe and Canada and globally through the GUPES Green Gown Awards. We bring them together with the winners from each region going head to head for a coveted International Green Gown Award. Each GUPES Green Gown Awards winner will automatically be entered into the International Green Gown Awards. The International Green Gown Awards winners will be announced in spring 2017.

The ethos of the Green Gown Awards is to ensure the lessons and example of good practice are shared and this exciting partnership will put universities and colleges as leaders in sustainability as well as being able to continue their learning from global leaders.

The GUPES Green Gown Awards and the International Green Gown Awards are administered by the Environmental Association for Universities and Colleges (EAUC).

For further details on the International Green Gown Awards please visit www.greengownawards.org