Important:

* By filling in this form you confirm that:
  + You have read the specific category criteria and that all the requested information is included in your application. Failure to do so may result in your entry being rejected.
  + You have read and understood the ‘Guidance Notes for Participants‘ and understand that submitting this application indicates that you accept the rules of the Awards and the Conditions of Entry
* Minimum font size is Arial size 10pt and applications must be in English
* You must not exceed the page limit

Internal use only

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| --- | --- |
| Internal reference number |  |

Cover page – general information

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| **Organisation** (name to be written exactly as it should appear in communications) |  |
| **Contact name** |  |
| **Position** |  |
| **Phone number (desk and mobile)** |  |
| **Email** |  |
| **Organisation’s social media names** | Twitter: |
| Facebook: |
| LinkedIn: |
| **Organisation address** |  |
| **Verification – by entering the details of a senior contact they are agreeing that this application is a true and accurate account** | |
| **Senior contact name** |  |
| **Senior contact position** |  |
| **Senior contact phone number (desk and mobile)** |  |
| **Senior contact email** |  |
| **GUPES Region**  *Select the region from the drop down list or type your region* | Choose an item. |
| **Category being entered**  *Select the category from the drop down list or type your category* | Choose an item. |
| **Third party organisations may enter jointly or on behalf of an institution, but an institution employee must approve the application. Please obtain prior approval from them. The Award will be made to the institution and not to the third party organisation** | *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. If you are an institution applying with a third party, please provide the same contact information on the third party here.* |

**This cover page is not included in the 4 page entry limit**

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| **Project title**  *Tip: “catchy” names stand out!* |  |

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| **Project summary** *Tip: 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.* |  |

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| **Organisational profile**  *Provide a short profile of your organisation and the focus area(s). Please update the example shown to the right and provide additional text* | *Example to be updated*   * HE * # students *(include full and part time students)* * # staff * Urban/rural *(delete as applicable)*   *Continue with free text* |

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| **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.* | |
| ***Description*** |  |
| ***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 this project?*** |  |

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| **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?* | |
| ***Benefits*** |  |
| ***What are the positive unexpected outcomes from your project?*** |  |
| ***What sustainable procurement practices did you utilise with your project?*** |  |
| ***How has this/has this benefited other areas of the institution?*** |  |
| ***Describe how your initiative has gone over and beyond the standard legal requirements (where applicable)?*** |  |

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| **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.* | |
| ***Summary*** |  |
| ***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*** |  |
| ***What have you done/will you do to disseminate and aid replication of your project?*** |  |
| ***What is the projects 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?*** |  |

**Please submit the whole document in word format.**

Ensure you have filled in all sections and that you have deleted the notes in red font.

Please ensure this application is no longer than 4 A4 pages excluding cover page. To clarify, that is 5 A4 pages in total.

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

Please send by email, to [greengown@eauc.org.uk](mailto:greengown@eauc.org.uk) by **12 noon GMT on Tuesday 31 May 2016**.

By submitting your application, you are accepting the conditions of entry which you can find at <http://www.unep.org/training/programmes/gupes.asp>.

**Thank you for taking the time to apply**

**Good luck with your application**