

UNAA World Environment Day Climate Action Awards 2017

Entry Information Pack



Business Climate Action Award

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World Environment Day Climate Action Awards

Each year on June 5, the United Nations celebrates World Environment Day. On this day, the United Nations Environment Program (UNEP) seeks to focus world attention on environmental issues.

Every year since 2000, in honour of World Environment Day the United Nations Association of Australia has presented the World Environment Day Awards to individuals, organisations, schools, councils, businesses and media leading the way in environmental innovation Australia wide.

In response to the United Nations 2015 Paris Climate Agreement, the UNAA is promoting the development of a national, inclusive climate management framework.

To coincide with World Environment Day 2017, the UNAA will hold the inaugural Climate Collaboration forum – a full day event designed to provide representatives from all climate stakeholders with an opportunity to:

- Showcase what they are already doing to mitigate the effect of climate change and adapt to future change
- Have their leadership and innovation acknowledged through the presentation – over lunch – of the 2017 World Environment Day Awards which, in 2017, will all be linked to climate
- Take part in expert-led, small group workshops to discuss what collaboration is needed to ensure future, effective action on climate change.

The Awards will be incorporated into the UNAA Climate Collaboration forum and include a new focus on climate management and action. The awards will highlight work being done by organisations and individuals that will enable Australia to adapt most effectively to expected changes in climate; mitigate the effects of such climate change and help move Australia to net zero emissions by the second half of this century.

Entries are open to all states and territories in Australia.

Key Dates:

- **Monday January 30 2017, 9:00am** – Entries open
- **Friday March 31 2017, 5:00pm** – Entries close
- **Wednesday June 7 2017** – Winners Announced at UNAA Climate Collaboration Forum in Melbourne

Eligibility for the Business Climate Action Award:

Who can enter?

The Business Award is open to all Australian businesses and industry sectors that have demonstrated a best practice response to climate change.

Successful applicants will be able to supply evidence of the successful way the business has responded to climate change and worked collaboratively with local communities, environmental organisations, customers and suppliers to achieve results.

Entry Materials

Each entry requires the following:

- 1 x half page synopsis
- 1 x 1000 word (max) submission addressing the key criteria
- Minimum 3 photographs relating to the project and/or people involved in the project
- Completed entry form with contact details and event attendee details
- Completed payment

Synopsis Requirements

A half page synopsis is required for all entries. This synopsis may be used for promotional purposes and should highlight the best parts of your submission.

Submission Requirements

Your submission needs to include the name of the project and/or entrant, the name of the category entering and should be structured according to the relevant criteria. Photos and graphs can be included in the submission and are encouraged.

Photo Requirements

A selection of 3 photographs, relating to the project and or/people involved in the project must be provided in high quality JPEG, PNG or TIF format. If photos are included in the submission report they still need to be submitted as separate files. The photos are used for promotional purposes.

Supporting Documents

Audio-visual and other supporting materials may be submitted as evidence to illustrate or describe the project or initiative, such as a graph, video promo, letter of recommendation, report etc. (max 3 documents). Audio-visual material may be provided as active link(s) to the video/audio file(s). Other documents may be provided in Word, PDF, JPEG, TIF or PNG formats.

Entry Criteria

Results/Impact

- To what extent has your organisation demonstrated best practice adaptation to and/or mitigation of climate change?
- What did you achieve and how?
- What is the scope/ongoing significance of the work?
- Is it replicable?

Innovation

- How is this project unique and innovative?
- What have you identified as your benchmark and have you exceeded this benchmark?
- How does this project stand out/differ from other projects?
What new standards were set in the implementation of this project?
How does this project act as a catalyst for change?

Partnerships/Collaboration

- How have you engaged key stakeholders and the local community?
- How did this engagement facilitate outcomes?

Tips for your entry

- Provide a clear, concise and reader friendly submission
- Structure your submission to clearly address each criteria
- Highlight your achievements in your submission
- Back up your claims, provide clear evidence
- Demonstrate measurable results
- State why you should win
- Demonstrate innovation
- Proof read your work

Fees

Entrants have the option to also book a display booth for the morning session of the Forum, the Climate Management Showcase. Please note there are a limited number of booths available and booths will be allocated on a first to book basis. The prices for entering or for entering and exhibiting are as follows:

Awards Entry Only¹	Enter and Exhibit²
Community Groups, Schools, Media and NGO's - \$250	Community Groups, Schools, Media and NGOs - \$400
Tertiary institutions, small and medium business (less than 200 full time employees), local governments - \$450	Tertiary Institutions, Small and Medium Businesses (less than 200 full time employees) and Local Governments - \$800
Large Business (more than 200 full time employees), Government Bodies - \$600	Large Businesses (more than 200 full time employees) and Government Bodies - \$1000

Note: The entry fee is determined by the type of organisation submitting and paying for the entry.

How to submit your entry

Entries need to be submitted using the following online entry form:

[World Environment Day Climate Action Awards](#)

Please note that you cannot return to the online entry form once you have commenced filling out the fields. Please ensure that you have read the entry criteria and the entry process below, and have all necessary information and materials for your entry before commencing the online entry form.

The online entry forms have 5 sections:

1. Entry Details

In this section you will be prompted to enter the name of the individual/organisation being entered, the title of the work/project/initiative/program being entered and select the Award category. Please note that this information will be used on any future media releases, publicity materials, certificates or awards should you become a winner or finalist.

¹ **All entry fees include one ticket to the Climate Collaboration Forum valued at \$180**

² **All entry and exhibit fees include two tickets to the Climate Collaboration Forum valued at \$360**

If you are entering on behalf of a consortium or multiple project partners, please ensure that you have their approval prior to submitting your entry. Proof of their approval may be requested if you are selected as a winner or finalist.

You will need to provide details for the primary contact person, who will be our main point of contact for any enquiries related to the entry. In this section you also have the option of selecting whether or not your organisation will book an expo booth for the morning Climate Management Showcase session of the forum. Please note a limited number of booths are available and bookings will be made on a first come first serve basis.

2. Event Attendee/s

All entry fees include **one** full day ticket to the forum, which includes the Climate Management Showcase, the Awards Presentation Lunch and afternoon workshop of your choice. In this section you will need to enter the details of the event attendee, including any dietary requirements.

Please note changes to the attendee's details can be made up to two weeks prior to the Forum on June 7, by contacting the UNAAV office.

If you have also booked an expo booth, you receive an additional ticket and will need to enter the details of both attendees.

3. Entry Materials

In this section you will be prompted to upload your synopsis, submission, three photographs and supporting documents (if any) in the formats mentioned in the Entry Material Requirements.

If the total size of the files you wish to submit exceeds 4MB, your entry may not upload correctly to the online nomination form. If the entry materials exceed the 4MB size limit and the size cannot be reduced please contact the UNAA office on 03 9607 1364 or via email at awards@unaavictoria.org.au to discuss an alternative option.

Please note that any materials submitted cannot be returned.

The UNAA reserves the right to use all material submitted in the audio-visual presentation at the Presentation Dinner and to reproduce it for the purpose of promoting the Awards.

If you choose to provide hyperlink(s) as part of your entry, please ensure that it is/they are active and that you have a copy of the file(s) should the link(s) be broken for any reason. Failure to do so may prevent your entry from being judged.

Please ensure that you read the category criteria carefully. It is the responsibility of the entrant to ensure they have addressed the relevant criteria in the submission.

4. Confirmation

In this section, you will be prompted to tick a box acknowledging that you accept and abide by the terms and conditions of entry (see below).

5. Payment

In this section you will be prompted to select the appropriate entry fee as well as method of payment.

Please note that payment is only accepted via Credit Card/Paypal and EFT.

If paying via Credit Card/Paypal, you will be automatically redirected to the Paypal website where you will be prompted to enter either your Paypal account details or your credit card details. **You do not need to create a paypal account to pay with credit card.** Once you have made your payment, you will receive a confirmation email as well as a Paypal receipt. If you also require a tax receipt please contact the UNAA office.

If paying via EFT, please follow the payment instructions that will be sent to you via email upon submission of your online entry form. Please send a remittance advice or confirmation of payment to awards@unaavictoria.org.au If you require a tax invoice please contact the UNAA office.

Please note that entries received without full payment will not be submitted for judging.

What happens after I've submitted?

After submitting your entry you will receive an email confirming the receipt of your entry. If paying via Paypal/Credit Card you will receive a receipt of payment and if paying via EFT you will receive an email detailing the payment instructions.

You will be kept up to date with Awards information through the primary contact details supplied on the entry form.

Tickets to attend the full day forum will be on sale from Monday January 30, 2017 until Wednesday May 24 2017. You can purchase additional tickets for the full day of events or for the Presentation lunch only.

FAQs

1. What is the entry fee?

Entry fees vary depending on the organisation entering and if you are also booking a booth. An entry fee breakdown is included in this Entry Information Kit. If you are still unsure which category your organisation falls into contact the UNAAV office.

2. Can I submit my entry by email?

No. All entries need to be submitted via the online entry form.

3. Will I receive confirmation of receipt of my entry?

Yes. Once you have submitted your entry form online you will receive an email confirmation of your entry. If you do not receive the confirmation email please contact the UNAA office.

4. I have won previously, can I re-enter?

Yes, but your entry will need to be for a new project/initiative. Please ensure you read the category criteria carefully as the criteria for all categories has changed in 2017.

5. I have entered previously but was unsuccessful, can I re-enter?

Yes you can re-enter. Please ensure you read the category criteria carefully as the criteria for all categories has changed in 2017.

6. At what stage of my project should I submit an entry?

You can enter a project at any stage as long as your submission demonstrates measurable outcomes. Projects still in the planning stage however are not as strong as projects that are further down the track.

7. Can I enter the same project into more than one category?

Yes if the project fits the criteria for more than one category it can be entered multiple times. You will need to pay the entry fee for each individual entry and you may need to re-write the submission to adequately address the relevant category criteria.

8. Is there a limit on how many categories I can enter?

No there is no limit.

9. Do I need to pay the entry fee for each entry in different categories?

Yes. You will need to pay the entry fee for every individual entry.

10. Will you be announcing finalists in 2017?

We will not be announcing finalists in 2017. Instead the event will provide a platform for networking and knowledge sharing, so all entrants are encouraged to attend the forum to showcase their work, hear from key note speakers, and participate in the expert led workshops and network and share ideas with other entrants.

11. Do I have to purchase a ticket to attend the Forum?

All entrants receive **one** ticket to the Forum's full day of events, including the Climate Management Showcase, the Presentation Lunch and the afternoon workshop of your choice. All entrants who also book an exhibition booth receive **two tickets**. Additional tickets can be purchased via the UNAAV website to attend the full day of events, or the Awards lunch only.

12. When can I book tickets to the Forum?

Tickets are on sale from Monday January 31 until Wednesday May 24.

13. Where will be the Forum be held?

The Forum will be held at the Jasper Hotel in Melbourne, on Wednesday June 7 2017.

14. Is there a prize for winners?

Winners will receive a trophy and certificate at the Awards Presentation. They will also be provided with an official winner's logo for their own marketing use and the UNAA will publicise the winners

15. Is there a strict word limit for the entry submission?

Yes you will need to stick to the word limits indicated in this Entry Information Kit. Supporting documents, images, graphs etc do not contribute to the word limit.

16. Can I self-nominate or does another organisation need to nominate my project?

You can self-nominate. Most of the entries are self-nominated. You can also enter another organisation's project or have another organisation enter yours.

Terms and Conditions of Entry

1. The Entrant agrees that any legal complaints, any Court action, challenges to the accuracy, corrections or claims of plagiarism, demand or claim arising out of intellectual property of any other legal proceeding or demand relevant to the entry shall be forthwith disclosed to the UNAA Victoria.
2. It is acknowledged and represented by the entrant that the entrant possesses exclusive lawful intellectual property rights in relation to all aspects of the entry.
3. It is acknowledged and represented by the entrant that all the information in the entry is true and correct and that the entrant is duly authorised by all relevant parties to lodge the entry.

Checklist

Before submitting your entry, please ensure that:

- You are eligible to be nominated for an award
- Your project/initiative/work is eligible to be entered in the award category it is being entered in
- Your entry addresses the general criteria and the relevant award criteria and includes all the required materials in the appropriate format and size
- You accept and abide by the terms and conditions of entry
- You are able to pay the appropriate entry fee using the methods of payment available.

Contact details

All enquiries should be directed to

United Nations Association of Australia

Email: awards@unaavictoria.org.au

Phone (03) 9607 1364

Postal Address:

United Nations Association of Australia

GPO Box 45

Melbourne VIC 3001

Courier/Delivery Address – on request