BANKSIA FOUNDATION
ENTRY KIT

Entries close August 2nd 2019

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In 2019, the Banksia Sustainability Awards will continue to be based around the 17 United Nations Sustainable Development Goals (SDGs), otherwise known as the Global Goals. It is our intention for these Awards to become the barometer for progress towards the SDGs in Australia.

Why? Because aligning the Banksia Sustainability Awards with these global goals will provide a gauge of Australia’s progress towards them, and will ensure we are contributing to the international push for sustainable development.

The SDGs are a universal call to action to end poverty, protect the planet and ensure that all people enjoy peace and prosperity. They came into effect in January 2016, aiming to create a better world by 2030.

Over the last 30 years of the Banksia Sustainability Awards, we have seen action on many of the issues targeted by the SDGs. Now we aim to assist you to see how your work is aligned with these global goals. Your entry should show how your work is aligned to one or more of the SDGs. We think this is important because it demonstrates that each initiative is not working in isolation but contributing to the greater good on a global level.

Join us in embracing this change and learn how your amazing effort fits with the global context via the SDGs.

For more information on the goals, visit http://www.undp.org/content/undp/en/home/sustainable-development-goals.html
Applications for the Banksia Sustainability Awards are completed via the online entry portal.

To complete your entry online the following elements are required:

**Essential**

1. The submission document: - Your written response to the application criteria (1500 word limit)
2. The PR summaries: - two summaries of your entry for promotion purposes (500 word version and 150 word version).
3. Images: - Three high quality images for promotion purposes
4. Payment: - Please note - entries that have not been paid in full by 2nd August 2019 are considered incomplete and will not be included for judging.

**Optional**

You may submit other material and documents to support your entry. Please refer to these in your submission document.

**The submission document**

1. The limit is strictly 1,500 words.
2. This is the main part of your entry that is assessed by the judges.
3. Please structure your answers according to the criteria provided.
4. The inclusion of photos, graphics and tables are encouraged and use of headings are highly recommended.
5. The document must be saved as a PDF and uploaded to the online entry portal.

**The PR Summary**

2x summaries (500 words max. and 150 words max) are required for all entries and included in the appropriate box on the online entry portal. This summary will not be assessed but will be used for promotion purposes across social media and included in the annual Banksia Sustainability Awards eBook should you become a finalist or a winner.

This summary should briefly describe your initiative, illustrate its impact and clearly demonstrate why it is unique and or ground-breaking.
Images

1. Three captivating images are required to accompany your entry. These images should be uploaded as separate files (jpeg or png format) to the online entry portal. Please do not include your logo in these images – logos WILL NOT be accepted.

2. Images must be provided in high resolution format (300 dpi). Inappropriate resolution will mean images will not be included during the awards presentation, any publications or on the website.

3. The images are not assessed. They will only be used for promotion purposes, should you become a finalist or a winner.

4. Please provide at least one landscape image that will be included in the annual Banksia Sustainability Awards eBook should you become a finalist or a winner.

Payment

1. Entry fees are to be paid online, through the online entry portal using MASTERCARD or VISA (AMEX cards will not be accepted). Please note: Entries are not regarded as submitted until payment has been received in full.

2. On completion of your entry via the online portal you will be required to click "submit", where you will be directed to the online payment page to pay your entry fee.

3. Once paid, you will receive an email and tax receipt confirming your payment has been received.

Supporting documentation (optional)

1. Additional material may be submitted to support or better illustrate your impact and results.

2. It is essential that all supporting documentation be referenced to a relevant claim or statement within the submission document.

3. Examples of supporting documentation includes sustainability reports, testimonials, media coverage, analytics and statistics, examples of marketing material, extra photos, videos.

4. A limit of 10 items may be uploaded to the online entry portal.
Step 1 – Register on the Banksia Sustainability Awards Online Portal.

Step 2 – Provide one primary contact – this contact will be the interface with Banksia throughout the process. Please include a secondary contact as a back-up.

Step 3 – Complete the entry by uploading the submission document (PDF format), include PR summary, 3 images and supporting documentation.

Step 4 – Payment must be paid in full and received by Banksia Foundation for your entry to be considered complete.

Step 5 – Judges will assess the entries according to the judging criteria.

Step 6 – The Judges recommend a shortlist for interview purposes.

Step 7 – Short-listed entries will be screened to check if they comply with eligibility criteria.

Step 8 – Banksia staff will contact the nominated person to arrange an interview with the most appropriate individual(s) from your organisation/project.

Step 9 – The interview – selected judges will ask a series of questions. The list of questions that could be asked will be provided prior to the interview. The aim is to gain a greater insight and provide entrants a greater opportunity to share more information about the initiative.

Step 10 – After interviews judges will select the finalists and winners of the 2019 Banksia Sustainability Awards.

Step 11 – Finalist announcement.

Step 12 – Winners announcement.

Entrants that proceed to the second round will be contacted for an interview that will take place between August 26th – August 30th. Specific interview date and time will be provided to the primary contact listed on your entry by August 23rd 2019. A representative of the initiative must be available for an interview during this period. Failure to meet this requirement will preclude further advancement in the judging process.
OBLIGATIONS OF THE BANKSIA AWARD FINALIST

- A 500-word case study and 150-word summary on your project/organisation to publish in our publication, Australia’s Sustainability Success Stories and via our social media platforms.

- A representative from your organisation will be expected to give a presentation to a live audience as part of the Finalists Presentation which is staged during the day prior to the Gala Dinner Banksia Awards Ceremony in Sydney. Please note this presentation is not in any way part of the judging process. The representative chosen will still be expected to purchase tickets to the finalist talks and awards presentation, as are all finalists.

- A key spokesperson and a working relationship with Banksia to promote your success in 2019 and going forward
In 2018, we worked towards aligning the Banksia Awards with the United Nations Sustainable Development Goals (SDGs) through our entry process. In 2019, we are going one step further by asking you to take us through the specific SDGs you are working in your entry, relating all of your answers back to the SDGs you are addressing where relevant.

Please ensure that you have addressed each one of the criteria and be aware that judges cannot assume information that hasn’t been documented in your entry. Judges will not source information outside of what has been provided in your entry.

Banksia wants our 2019 entrants to identify which specific SDGs they are contributing to - and the progress made - with your help. The Banksia Awards are a barometer for Australia’s contribution to the SDGs

(Entrants will select relevant SDGs from a drop-down menu on the online entry portal).

Aligning with the Sustainable Development Goals (SDGs)

If you have thought about the SDGs, or know which ones your entry contributes to – please tell us about that in your entry.

We suggest that you don’t use too much of the word limit to describe the SDGs or the targets behind them – we would rather you link to them strategically.

If you are not familiar about the SDGs to learn more about the them and to select the one that suits your entry, please visit: [http://www.undp.org/content/undp/en/home/sustainable-development-goals.html](http://www.undp.org/content/undp/en/home/sustainable-development-goals.html)

We will award successful entrants in each category (listed below)

You will be required to nominate the category you are entering when you complete via the online entry portal. Categories include:

1. Small Business
2. Medium Business
3. Large Business
4. Indigenous
5. Community
6. NFP/NGO
7. Government
8. Academia/ Research

To enter the Minister’s Award for the Environment please download the Minister’s Award for the Environment Entry Kit.
Use the following questions to structure your submission. Judges will use your answers to assess your submission.

There is a 1,500 word limit. The weighting of each section provides an indication of how to structure your answers and how the judges will score your entry.

**WHAT HAVE YOU DONE? Please provide a background on your initiative or approach (Worth 10% of the marks)**

- Introduce your initiative (product, process or project) or approach.
- What were the driving forces to commence this initiative or approach?
- **X FACTOR:** How does your initiative or approach stand out?

**LEARNINGS: What have you learnt from implementing this initiative or approach? (Worth 30% of the marks)**

- Tell us about the journey of your initiative or approach. We understand that things don’t always go to plan, so tell us about your challenges, if any, and how you were able to overcome them.
- What are your goals and have you been successful in achieving them? Why or why not?
- Have your goals changed as a result of the knowledge you have gained in implementing your initiative or approach? If so, how have they changed?
- How important are partnerships, associations and consultation in achieving your goals? Have these partnerships presented any challenges?
- What have you had to overcome? Have there been any obstacles? Please explain
RESULTS – INCLUDING SDG CONTRIBUTION:
What have you achieved? (Worth 40% of the marks)

• What are your results, both quantitative and qualitative, and how have you measured them? Where possible, please provide analysis (quantitative data, qualitative information, third party endorsements and commentary)
• How have you communicated your success and challenges and how have you generated interest in this area internally and externally?
• How does your initiatives or approach exemplify disruption, innovation and leadership?
• How has your initiative or approach effectively advanced the relevant SDG goals?

LEGACY: What is your legacy? (Worth 20% of the marks)

• Is your initiative or approach scalable, i.e. can it be further rolled out across your organisation, your peers/sector, locally, regionally, nationally and even internationally? If so, how do you see this happening?
• Is your project pertinent to a particular niche? How have you worked with this approach?
• What is the future of this initiative? What is the type of legacy that can come out of this initiative?
• Is this project restricted by budget, personnel or passion?
What can be entered?

1. To be eligible to enter you require an initiative with results achieved over the last two years. An initiative can be classified as: - a specific project, product, a program, system or process implemented that has significantly changed the way things are done, a mechanism that has brought about change, an instigated mindset which has resulted in a paradigm shift in behaviour for the general good, a business or an approach.

2. The initiative must be primarily undertaken in Australia or must be shown to have a substantial impact on or in Australia. It can be a global concept implemented in Australia.

Or

Demonstrate that the initiative’s concept has been developed in Australia even if implemented outside the country.

Who is eligible to enter?

Any organisation or individual which has an initiative(s) that meets the award criteria (see award criteria section) is welcome to enter.

Who is not eligible to enter?

Any organisation or individual who has been prosecuted for a violation of any environmental, social or commercial law in Australia or overseas in the past 2 years.

Anyone who does not wish to comply with the Banksia Sustainability Awards terms and conditions (provided at the end of this document).

Can an organisation or individual re-enter?

Absolutely, if you have entered the Banksia Sustainability Awards previously, you are welcome to enter again. We want to know about all the various initiatives that are taking place within any organisation or undertaken by individuals.

Is there a limit to the number of entries that can be submitted?

An organisation or individual can enter as many entries under the same category i.e. small business. However, they cannot enter multiple categories.
TERMS AND CONDITIONS:

All entries for the 2019 Banksia Sustainability Awards should reflect the work being carried out over the previous two years (2017 and 2018). However, entries can include relevant information prior to 2017 that is pertinent to the entry.

- Entries remain the property of the Banksia Foundation and are not returned.
- Judges decisions are final.
- Entries that have been found to be misleading may be withdrawn from the judging process or have the award revoked.
- The organisation or individual must not have been prosecuted for a violation of any environmental, social or commercial law in Australia or overseas in the past 2 years.
- Entries are not registered as submitted until payment has been received in full.
- 2019 finalists must attend the 2019 Banksia Awards Presentation and have a representative present their entry at the Banksia Awards Finalists presentation prior to the Banksia Awards.
- Banksia Foundation accepts no responsibility for entries that are not received, delayed, incomplete or are lost due to a technical problem.
- All entries are subject to GST within Australia.
- Banksia Foundation reserves the right to withdraw a category and cancel the award if an insufficient number of entries has been received, the quality of entries does not meet the criteria, or the entries are deemed inappropriate for any reason. In these circumstances entry fees in these circumstances will be refunded.
- Banksia Foundation reserves the right to use entry photos and logos for Banksia Sustainability Awards marketing and promotion and any other relevant materials.