

2018 **BANKSIA FOUNDATION** ENTRY KIT



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BANKSIA SUSTAINABILITY AWARDS- SDG BAROMETER

In 2018, the Banksia Sustainability Awards will 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 29 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 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>

WHAT'S NEW

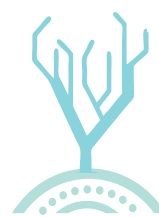
The Banksia Sustainability Awards are based around the 17 UN Sustainable Development Goals.

Award categories cover sectors of business, society, education, media, NGOs and government.

Successful entrants in each category group will be awarded for progressing, embedding or raising awareness of sustainability in line with the SDGs.

The judging process has changed: -

- (a) First round judging is based on the submitted entry
- (b) Judges will create a shortlist for each category
- (c) Second round judging is undertaken as online interviews





ENTRY REQUIREMENTS

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 (1250 word limit)
2. The PR summary: - A summary of your entry for promotion purposes (500 word limit).
3. Images: - Three high quality images for promotion purposes
4. Payment: - Please note - entries that have not been paid in full by 1 August 2018 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.

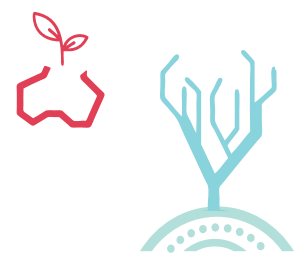
The submission document

1. The limit is strictly 1,250 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

A summary (500 words max.) is 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 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 groundbreaking.



Images

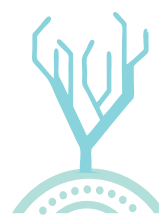
1. Three captivating images are required to accompany your entry. These images should be uploaded as separate files (jpeg or png format) to the online entry portal. Please do not include your logo in these images – logos WILL NOT be accepted.
2. Images must be provided in high resolution format (300 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.

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.





THE PROCESS

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.

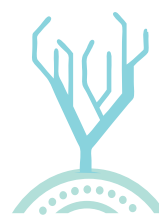
Step 9 – The interview – selected judges will ask a series of questions. The list of questions that could be asked will be provided prior to the interview. The aim is to gain a greater insight and provide entrants a greater opportunity to share more information about the initiative.

Step 10 - After interviews judges will select the finalists and winners of the 2018 Banksia Sustainability Awards.

Step 11 – Finalist announcement.

Step 12 - Winners announcement.

Entrants that proceed to the second round will be contacted for an interview. Interview dates will be released to entrants at a later stage. 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.





AWARD CRITERIA

We know that you are contributing to sustainability in many ways with your: -

1. products,
2. processes,
3. projects,
4. businesses, and
5. overall approach.

Please choose one or more of these to discuss in your entry.

Then answer the submission questions. The word limit is tight, so you will need to work hard to use the words carefully and put your best foot forward to become a finalist in Australia's most prestigious sustainability awards.

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 and broadly.

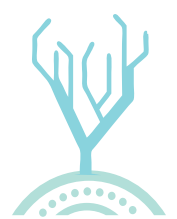
To learn more about the SDGs and select the one that suits your entry, please visit:

<http://www.undp.org/content/undp/en/home/sustainable-development-goals.html>

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

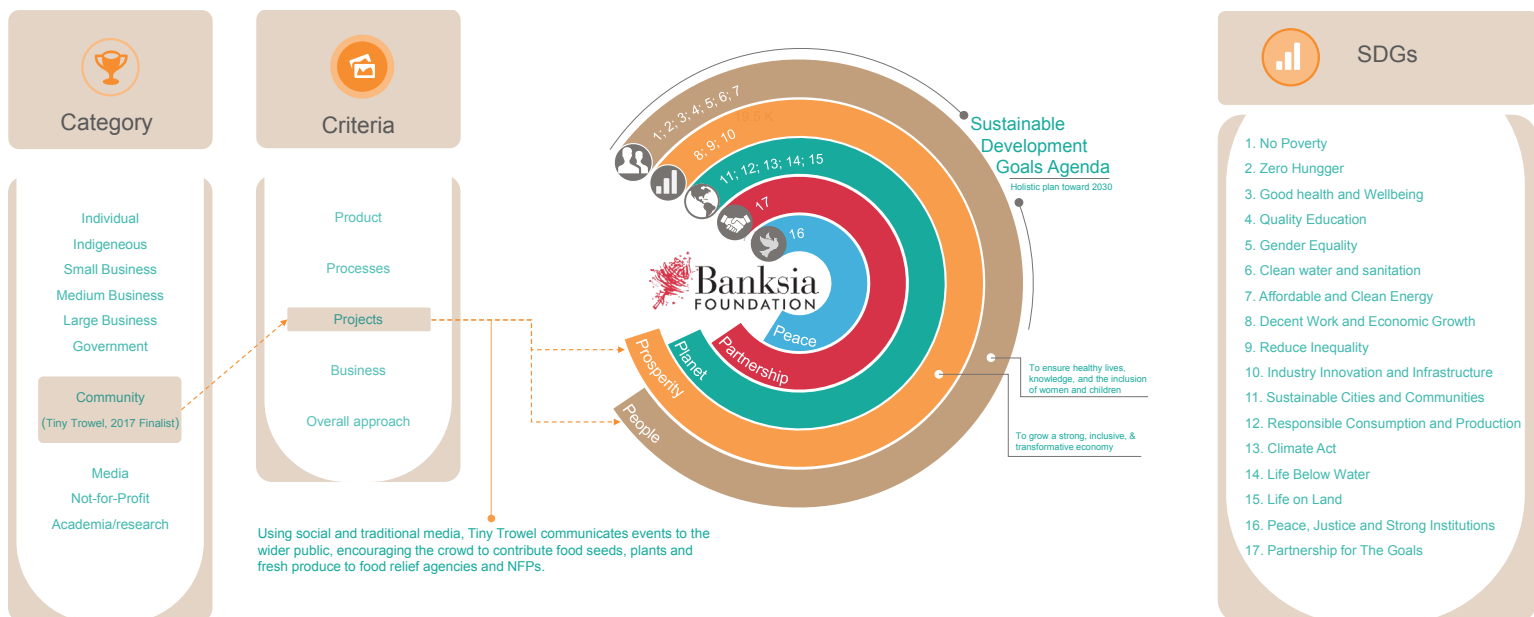
You will be required to nominate the category you are entering when you complete via the online entry portal. Categories include:

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

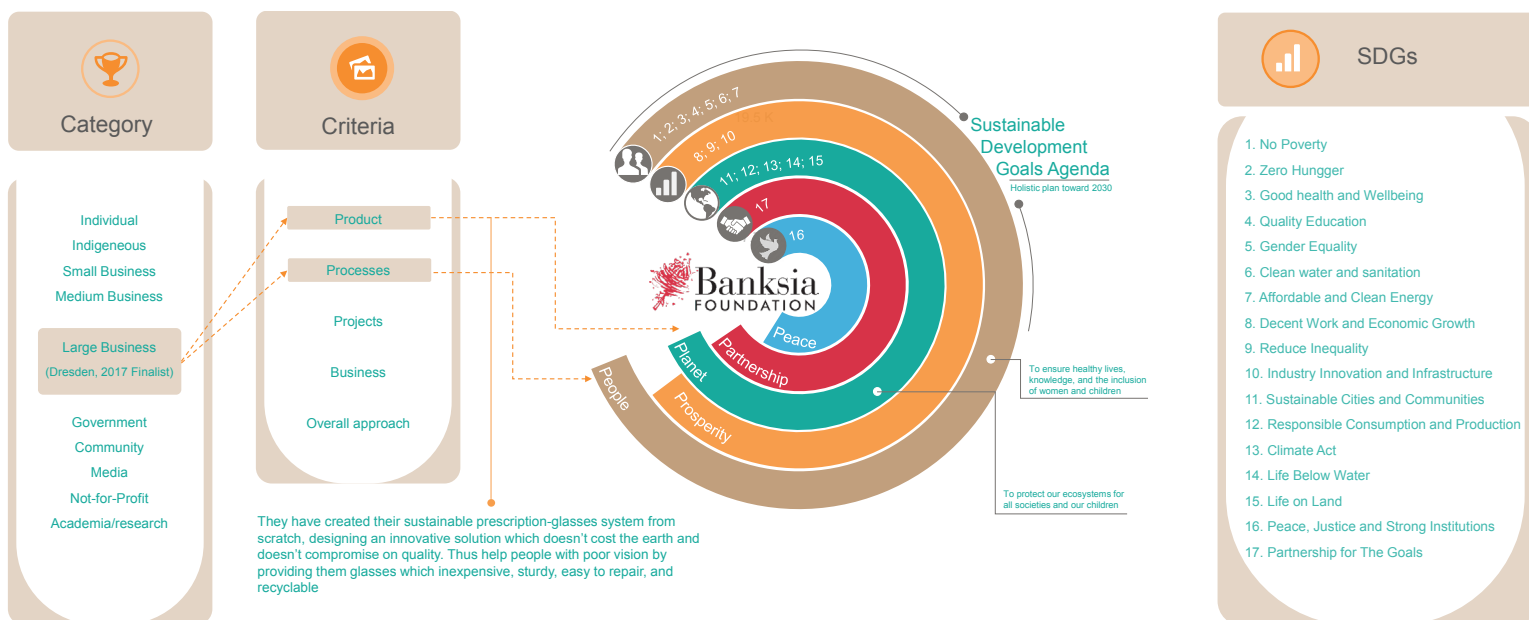


See the two examples below as a guide to the stages of the online entry process for this year's Banksia Sustainability Awards.

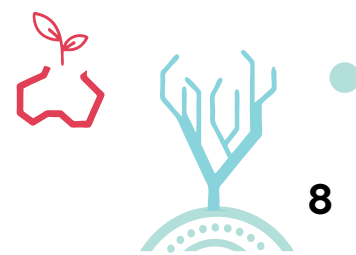
After selecting the relevant category and criteria, entrants should choose the sustainable development goal(s) that best align with the project.



Example 1: Example 1: Tiny Trowels selected 'people' and 'prosperity' because its project is supporting food relief agencies with seeds, plants and fresh produce.



Example 2: Dresden believes its sustainable prescription glasses are protecting the 'planet' and 'people'.





SUBMISSION QUESTIONS

Use the following questions to structure your submission. Judges will use your answers to assess your submission.

There is a 1,250 word limit. The weighting of each section provides an indication of how to structure your answers and how the judges will score your entry.

1. BACKGROUND (30%)

What is your contribution to sustainability? Introduce your product, process, project or approach and the contribution it makes to sustainability. Explain clearly why it is worthy of recognition. Reference which SDG your project aligns with. **(500 words)**

2. THE DRIVERS (5%)

What are your drivers? What inspired you to do what you are doing? **(150 words)**

3. THE GOALS (10%)

What are your goals? What are you aiming to achieve? **(100 words).**

4. THE RESULTS (40%)

Tell us about your results so far. Results can be quantitative and qualitative. Attach any relevant documentation to provide judges with clearer insight **(200 words) plus any attachments.**

5. SCALABILITY (5%)

Can your product, process, project or approach be used by others?

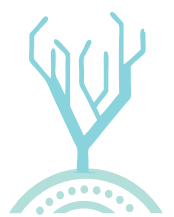
Explain how you can disseminate and extend its reach for a greater contribution to sustainability. **(100 words)**

6. PARTNERSHIPS (5%)

Outline how collaboration has helped you achieve your results. **(50 words)**

7. UNIQUENESS (5%)

What sets you apart from others? What are you most proud of? What is your product, process or project's "x factor"? **(150 words)**





ELIGIBILITY & MORE INFORMATION

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.

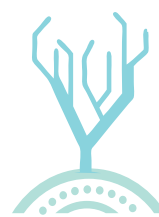
Anyone who does not wish to comply with the Banksia Sustainability Awards terms and conditions (provided at the end of this document).

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.



MORE INFORMATION:

[Fees and Frequently asked questions](#)

[Previous Winners](#)

Contact details

Level 1, 40 Albert Road, South Melbourne VIC 3205

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Please feel free to contact Banksia staff if you need assistance in any way to complete your entry for the Banksia Sustainability Awards. We can provide useful tips on putting your entry together and steer you in the right direction.

TERMS AND CONDITIONS:

All entries for the 2018 Banksia Sustainability Awards should reflect the work being carried out over the previous two years (2016 and 2017). However, entries can include relevant information prior to 2016 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.
- All materials must be supplied by the Close of Entry to be eligible.
- Entries are not registered as submitted until payment has been received in full.
- All entry fees are non-refundable.
- 2018 finalists must attend the 2018 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.

