**All-Ireland Sustainability Awards Nomination Form Format**

**Important information before completing your application**:

***THIS FORM PROVIDES A FORMAT / OUTLINE TO HELP YOU STRUCTURE YOUR QUESTIONS PRIOR TO WEBSITE UPLOAD.***

***ALL ENTRIES MUST BE SUBMITTED VIA THE WEBSITE PORTAL***

 ***THIS FORM WILL NOT BE ACCEPTED AS YOUR ENTRY VIA EMAIL***

**AWARDS APPLICATION DETAILS:**

**How Your Application Will Be Scored**

Our judging panel is looking for entries that tell a clear, compelling story of your sustainability journey. To help guide your application, each entry will be assessed against the following criteria:

* **Task (10 points):** How clearly you set out the challenge, opportunity, or goal you aimed to address.
* **Action (15 points):** The quality of your explanation of the steps taken, who was involved, and how sustainability principles were embedded throughout.
* **Results / Outcomes (15 points):** The strength of the evidence you provide to demonstrate real, measurable results and lasting impact.
* **Judges’ Discretion (up to 10 points):** Additional credit of up to 10 points may be awarded for applications that stand out as truly unique, innovative, or transformative.

Together, this makes a **maximum possible score of 50 points per application**.

We encourage you to be as clear, specific, and evidence-based as possible, this will help the judges fully appreciate the value and impact of your work.

**Tip for Applicants:** *Think of your application as telling a story — set the scene, explain what you did, and show the difference it made.*

**Scoring Breakdown:**

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| **Section** | **Focus** | **Points Available** |
| **Task** | How clearly you set out the challenge, opportunity, or goal | **10** |
| **Action** | Quality of explanation of steps taken, who was involved, and approach | **15** |
| **Results / Outcomes** | Strength of evidence showing measurable results and lasting impact | **15** |
| **Judges’ Discretion** | Additional credit for uniqueness, innovation, or transformative impact | **10** |
| **Maximum Total** |  | **50** |

**APPLICATION FORM:**

**Background** - In no more than 250 words, please provide information related to the ***individual or company*** being nominated for the award selected.\*

**Prompt: This section allows you to provide some background details on the individual, or company for context. This is not the area to share details of the project that you are putting forward. That will be in the next section under ‘Scope’.**

*(This question is designed to provide background information and context for the judging process and does not carry any points)*

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**Task** – In no more than 250 words outline the individual or company’s project in relation to the category selected\*

**Prompt:** **These suggestions are designed only to inspire your narrative, but please provide a detailed outline of the task as you find relevant:**

* ***Tell us about the initiative. What inspired this to occur; what was the scale of the initiative (one person, a department, an organisation, a community?)***
* ***How many / who / what was involved and/or, what partners got onboard***
* ***What were the initial goals of the project / partnership***
* ***Was there a budget?***
* ***Evidence that sustainability is at the heart of the business / project / individual’s actions***
* ***What KPI’s or SMART targets were set***
* ***Who was responsible for undertaking various elements***

**(10 marks available)**

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**Action** – In no more than 500 words, please provide information on what was done, by whom, and how? Include resources, timelines, and partnerships\*

**Prompts: Below are some suggestions that may help you structure your response. These are not essential, and are only designed to help inspire your thinking:**

* **What specific steps or measures did you/your team take to deliver the project or initiative?**
* **Who was involved in carrying out the work (internal teams, leadership, partners, suppliers, community)?**
* **How were responsibilities allocated and managed?**
* **Were new systems, processes, or innovations introduced?**
* **What resources were required (budget, staff, technology, time) and how were they used effectively?**
* **How did you engage stakeholders (employees, customers, community, partners)?**
* **What challenges arose during implementation, and how were they overcome?**
* **How did you ensure sustainability principles were embedded throughout the process?**
* **Did you track progress during the project? If so, how (KPIs, reporting, audits)?**
* **What makes your approach distinctive, creative, or impactful compared with “business as usual”?**

**(15 points available)**

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**Result / Outcomes** – In no more than 250 words outline the outcomes of the initiative *(this should include tangible evidence, outcomes and/or impacts to support the entry within this category)\**

**Prompts:**

* **What measurable results did the initiative deliver (e.g. reduced energy use, carbon savings, cost savings, increased engagement, improved diversity)?**
* **How did these results compare to your original goals or targets?**
* **What evidence can you provide (data, case studies, testimonials, independent verification, awards/accreditation)?**
* **What was the scale of the impact (individual, team, company-wide, community, supply chain)?**
* **Were there any unexpected or additional benefits?**
* **How will the results be sustained or built upon in the future?**
* **How do these outcomes demonstrate leadership or best practice in sustainability?**

**(15 points available)**

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Many thanks for your time and your interest in our awards event.

**Please submit your application via the website:** [**www.allirelandsustainability.com**](http://www.allirelandsustainability.com)

**Email copies will NOT be accepted.**

We look forward to reviewing your application and will be in touch in due course.