



GWOBRAU | SUSTAIN  
CYNNAL | WALES  
CYMRU | AWARDS

# Guidance Sustain Wales Awards 2017

Celebrating sustainability excellence,  
innovation and leadership across Wales

**#SWAwards**



## Application Guidance

The Sustain Wales Awards are open to any business, organisation or individual that can demonstrate a positive impact and approach to sustainable development within your business or community.

Applications must be based on projects or initiatives completed **between April 2016 and March 2017**.

## Who is eligible to apply?

- The Sustain Wales Awards celebrate sustainability excellence, innovation and leadership across Wales and are open to any business, organisation or individual.
- Nominees and applicants in all categories must be at least 16 years old.
- Groups of people, teams or companies are encouraged to apply and where necessary please ensure you list the lead contact and all key project partners.
- You may submit more than one application in each category.
- You may submit a previous project or initiative as long as you can demonstrate significant development or progress since your last application.
- You may submit a project or initiative that forms part of a larger ongoing project as long as you can demonstrate significant development or progress in the last year.

## How does it work?

There are nine Award categories and you are allowed to enter multiple entries for each category as appropriate. With the exception of the Sustainability Champion category, all applicants will be required to fill in the standard application form. **If you are nominating a Sustainability Champion, please refer to the guidance on page six.**

- Please fill in the form to the best of your ability.
- Tell us the story of your project or activity: give us the overall picture. Please fill in as many of the relevant sections as possible.
- We will be scoring your applications against the seven National Well-being Goals and the five Ways of Working described in the Well-being Future Generations Act Essentials Guide.
- We will be looking for evidence that your application is delivering substantially on at least one goal and ideally be delivering multiple benefits across all seven goals.
- This form alone will be used to shortlist you to the final three in your category. Incomplete forms will not be considered.
- **Entry is free and applications close on Friday 08 September 2017**

*In 2016 our 27 finalists across 11 categories received over 11,300 individual public votes*



## Award Categories

This year we are inviting you to **share your sustainability story** against one of the eight categories or to **nominate your Sustainability Champion**.

There are two separate forms, so please make sure you select the correct one.



### Sustainability Champion (nominations only)

This category recognises individuals who have inspired real change in your organisation and have contributed positively to the awareness of Sustainable Development in Wales.

Please fill in the nominations form for this category only [www.cynnalcyrmru.com/awards-nominations/](http://www.cynnalcyrmru.com/awards-nominations/)

---

For all other categories please fill in the application form [www.cynnalcyrmru.com/application-form/](http://www.cynnalcyrmru.com/application-form/)

### Sustainable School

Open to primary and secondary schools, this category recognises the school or educational initiative that really stands out.

### Sustainable FE/HE Institution

Open to further and higher education institutions and their departments/schools, this category is looking for strong evidence of impact or innovation.

### Sustainable Venue or Space

Open to all venues, places and spaces this category recognises innovative approaches to creating low carbon, resilient, safe and attractive communities.

### Sustainable Innovation in Public Services

Open to all public sector organisations, this award recognises a team or project within the public service sector that have gone beyond statutory requirements of the Well-being of Future Generations Act.

### Sustainable Business

This category is open to businesses and entrepreneurs who have demonstrated that adopting innovative sustainability practices leads to business success.

## Sustainable Community Group

We are looking for inspirational voluntary groups and projects that have achieved positive change within their community.

## Sustainable Social Enterprise

Open to all Social Enterprises/Community Interest Companies who are delivering positive impact through inclusive and innovative approaches.

## Sustainable Practice in Arts, Culture or Sport (NEW)

Open to organisations within the arts, cultural and sports sector who have significantly improved the environmental and social well-being of their organisation and/ or community.

## Special Category

In addition to our standard categories we will also be announcing the winner of the Special Recognition Award. This Award is selected independently and cannot be applied for directly.

Previous winners include Peter Davies, former Sustainable Futures Commissioner and current chair of the Wales Council for Voluntary Action, Welsh Water's Customer Challenge Group and the Size of Wales charity; and Margaret Minhinnick, Co-founder and Director of Sustainable Wales.



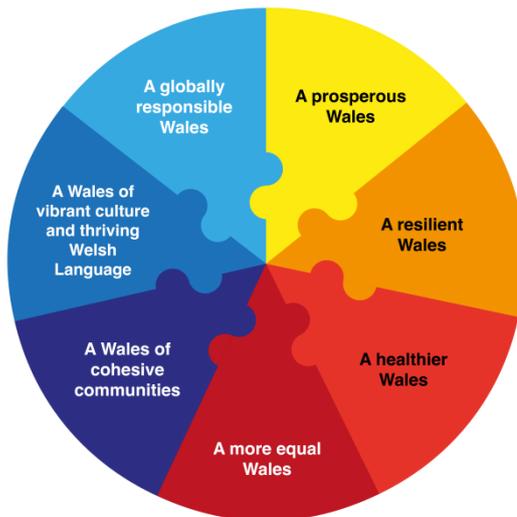
## Special Recognition Award

Nominated by the Cynnal Cymru team and board, this special Award recognises an individual or organisation that has shown extraordinary determination, belief and commitment to the sustainable development cause.



## Well-being of Future Generations (Wales) Act (2015)

When we talk about sustainability we refer to the definition contained in the 'Well-being of Future Generations (Wales) Act (2015). In the act, "sustainable development" means the process of improving the economic, social, environmental and cultural well-being of Wales by taking action, in accordance with the sustainable development principle. We strongly advise you to [download and read the 'Essentials Guide'](#) before completing your application.



We will be scoring your applications against the seven National Well-being Goals and the five Ways of Working described in the Well-being Future Generations Act Essentials Guide. We will be looking for evidence that your application is delivering substantially on at least one goal and ideally be delivering multiple benefits across all seven goals. We will examine the way you operate and look for evidence of;



**Integration** – taking a whole system approach that aims to deliver integrated benefits across environmental, social/cultural and economic priorities, blending the skills of different collaborators and specialisms.

**Long-Term Thinking** – recognition that every decision today has an impact tomorrow and on future generations. This links to preventative action.

**Preventative Action** – thinking long-term should ensure that you spot problems before they arrive and take action to avoid them.

**Collaboration** – working well with each other and with partners in an open, fair and accountable way, using the strengths of each partner to enhance the whole.

**Involvement** – seeking the views of the people who will live with the consequences of your actions (clients, members, service users, students, customers, the wider community) to co-design the best approach.



## Guidance for nominations – Sustainability Champion

*Do you know somebody extraordinary that deserves an Award? In no more than 500 words tell us about an individual who has inspired real change in your organisation or community and who has contributed positively to the awareness of Sustainable Development in Wales.*

Please ensure you include details on:

- Who they are, where they work and what their role is within the organisation.
- What have they specifically achieved that makes this person special? Was it a one-off initiative or action or are they continuously doing great work?
- Evidence – Please provide any fact-based examples of what they have achieved or initiated in your organisation that has made a positive difference. This can include a list of links to press articles, videos, webpages etc.

## Guidance for applications – All other categories

*Tell us the story of your project or activity: give us the overall picture. Please fill in as many of the relevant sections as possible.*

- What is the title of your project or initiative?
- Please provide a brief summary description of no more than 200 words that describes your project or initiative.
- What was the time frame of your project or initiative?
- What need or issue was the activity described in this application seeking to address?
- Which organisations/people have been involved in this activity?
- What kind of planning took place?
- How have the participants collaborated? Who has provided the leadership?
- What resources were required to make this activity successful? Who provided what? Did you use external funding – if so where did it come from?
- How did you involve others outside of the collaborating partners?
- What specific things have been achieved since April 2016 and how have the outcomes of this activity been measured? How do you know that your activity has made a difference? Please provide facts and figures to back this up.
- If your activity has had multiple benefits, can you identify these – how has addressing one issue helped with others?
- Have you learned anything from this activity? Is there a specific learning point that you would like to share with others?
- Please describe yourself, your organisation or your team in no more than 200 words.
- Any other information you would like include.



## Submit your application online

Please ensure you have the following items to upload to your entry:

- Your story or nomination details
- In the case of joint applications please list the key groups, teams or organisations that would share the Award if you won. Make sure you notify them of your intention to apply.

[www.cynnalcyrmru.com/application-form/](http://www.cynnalcyrmru.com/application-form/)

Please email any supporting photos and short videos that help tell the story of your project or initiative. This could include photos of the people involved or the project site. **Email: [awards@cynnalcyrmru.com](mailto:awards@cynnalcyrmru.com).**

Unfortunately we will not be accepting brochures or any other marketing materials as your application will be judged on your form submission.

## Next steps

- The deadline for all applications and nominations is **midnight on Friday 08 September 2017**.
- Judging will commence throughout September where our expert judging panel will be scoring applications against the seven national Well-being Goals and the five Ways of Working described in the Well-being Future Generations Act Essentials Guide.
- Our judging panel will select three entries per category to go forward to the shortlist, which will be announced on 29 September before going to a public vote in October.
- The successful finalists will be contacted prior to the launch of the public vote to coordinate promotional activities.
- All finalists will be invited to the Awards ceremony on 30 November where the winners for each category will be announced.

## Key dates

Applications open	Judging	Shortlist Announced	Public Vote	Awards Ceremony
01 June to 08 September	September	29 September	October	30 November

Good luck and we look forward to receiving your entries!