



2012 VERMONT GOVERNOR'S AWARDS FOR ENVIRONMENTAL EXCELLENCE

Application Instructions and Forms

GENERAL INFORMATION

Eligible Applicants

Applications for the Governor's Awards for Environmental Excellence are encouraged from:

- Business, industry and trade or professional organizations,
- Not-for-profit and community organizations,
- Individuals,
- Educational institutions, and
- Local, state, or federal government.

Eligibility Criteria

Eligible projects must:

- Be located in Vermont.
- Have been initiated within the past three years and have been fully operational for one year.
NOTE: Long term projects (i.e., those initiated prior to 2009) may be considered if a new measureable environmental benefit has been achieved in the past three years and/or the project has served as a model for other successful projects.
- Be submitted by an applicant in good standing with environmental laws and regulations with no formal enforcement actions within the past three years. Compliance history will be considered, however, the compliance record of a parent company will not prevent an applicant from a local/regional facility from being considered.
- Be submitted in the required format.

Application Review Criteria

Applications will be subject to a thorough screening process that will involve an eligibility review, a program/technical review, and a compliance review. Applications will then be evaluated by a panel of judges selected by the Secretary of the Agency of Natural Resources. The panel will submit a list of recommended projects to the Secretary for a final determination. Due to the wide variety of projects that may be considered, certain review criteria may be more significant than others for a particular project.

Review criteria are:

1. Measurable environmental benefits,
2. Demonstration of innovation, sustainability, and/or partnerships,
3. Transferability,
4. Cost and economic benefits, and
5. Advancement of environmental education.

Schedule

- Applications are due no later than Friday, January 20, 2012.
- Panel submits recommendations to the Secretary by March 15.
- Awards Presentation ceremony in the spring.

Application Submittal

Applicants must:

- Submit one (1) electronic copy of the application package (a .doc (Microsoft Word) , an .rtf (Rich Text Format) or a .pdf (Adobe Acrobat) document) via email (preferred) to: gary.gulka@state.vt.us or on a CD or DVD to the address below.
- Prepare applications using a font no smaller than 10 pt Times New Roman.
- Submit the two-page Application Cover Sheet and Application Checklist (see last two pages of Application Instructions)
- Adhere to the required format. An application should not be more than four (4) two-sided pages of text (excluding application cover sheet, application checklist, and any supporting documentation).

For more information, contact:

Gary Gulka
802-241-3626
Gary.gulka@state.vt.us

Mailing address for dvd/cd and non-scannable attachments:
103 South Main Street, Cannery
Waterbury, VT 05671-4911

Examples of Projects That Will Be Considered

Summaries of previous award-winning projects can be viewed on the web site.

The following list provides examples of projects that will be considered. This list is by no means all-inclusive.

- Innovative energy management projects that measurably reduce energy consumption and greenhouse gas emissions.
- Pollution prevention projects – that reduce or eliminate the generation of pollutants and waste at the source, including toxics use reduction efforts.
- Projects that conserve resources and protect the environment by minimizing resource consumption through reduced use, reuse, and recycling.
- Innovative land use management and land use planning projects that create ecological and environmental benefits or that advance smart growth strategies.
- Efforts focusing on improving the environment in under-served communities or populations, specifically minority and low-income communities, and addressing disproportionate adverse environmental impacts that may exist in those communities or populations.
- Erosion and sediment control, flood mitigation, and innovative stormwater management projects, including innovative green infrastructure projects that use or mimic natural processes with soils and vegetation, to provide infiltration, evapotranspiration, or recycling of stormwater.
- Ecosystem and/or habitat restoration projects.
- Significant diversion of waste materials from the solid waste stream without harmful effects to the environment.

- Land conservation projects that protect water quality, natural resources, open spaces, and reduce greenhouse gas emissions.
- Innovative projects that inform and educate Vermonters about environmentally responsible practices leading to behavior change that enhances environmental quality.
- Projects initiated and conducted by youth (18 years of age or younger) that are innovative and achieve significant positive environmental outcomes.
- Projects that improve stewardship of Vermont's natural resources (e.g., forest land, water supplies, wildlife habitat, air resources, and high quality recreational lands).

SPECIFIC INSTRUCTIONS FOR SUCCESSFUL APPLICATIONS

Each applicant must submit the APPLICATION COVER SHEET/CHECKLIST FORM provided. Applicants must follow the required format and adhere to page limitations. Font should be no smaller than 10 pt Times New Roman. Only applications submitted in the required format will be considered.

The application should contain the following sections, as indicated in bold type, and should address the details indicated, where applicable.

PROJECT SUMMARY section (maximum ½ page):

- Summarize the main points and highlights of the project.
- Include specific and concise descriptions of the environmental benefits and overall merit of the project using key concepts from the sections below.

GENERAL PROJECT DESCRIPTION section (maximum 3 pages)

- Provide a comprehensive description of the project, including location.
- Include a description of how the project protects the environment and enhances the stewardship of Vermont's natural resources.
- Identify what motivated your organization/facility to undertake the project.
- Describe how the project reflects the environmental leadership and commitment of the organization or individual.

MEASURABLE ENVIRONMENTAL BENEFITS section (maximum 1 page):

- Describe as specifically as possible the environmental improvement made as a result of the project. Quantify reductions in environmental impact (i.e., pounds of waste or toxic chemical use reduced, amount of pollution prevented, energy use reductions, greenhouse gas emission reductions, improvements in air or water quality, numbers of acres preserved or protected, number of individuals educated and any documented behavior change as a result of the project).
- Describe the methods or tools used to quantify or measure environmental benefit.

INNOVATION, SUSTAINABILITY, AND/OR PARTNERSHIP section (maximum 2 pages):

Depending on the nature of your project, address all of the following points that are applicable by describing:

- How the project is innovative, sustainable, or involved or created unique partnerships (refer to the definition of these terms below).
- Innovation – Those practices that exemplify outstanding creativity or introduce new approaches in developing technologies, specifically programs or projects that are environmentally sound, economically feasible, and support future environmental benefits. Practices should serve as a model for similar efforts.

- Sustainability – Those practices that strive toward resource use that does not exceed the rate of replenishment, waste generation that does not exceed the rate at which it can be reabsorbed by the environment, and practices that have a positive economic impact. The focus is on implementing sustainable practices that provide a better quality of life, maintain a healthy balance with the natural world, and enhance profitability.
- Partnership - Those practices that demonstrate a relationship between two or more parties working together and making better use of resources to develop innovative and/or sustainable projects to achieve better outcomes and benefits to the partners and the environment.

TRANSFERABILITY section (maximum ½ page):

- Describe how the project demonstrates transferability to others.
- Indicate whether the project lends itself to replication by other organizations or individuals.
- Indicate whether any project activities or results are currently being shared with others.

COST AND ECONOMIC BENEFITS section (maximum ½ page):

- Discuss the cost and economic benefits of the project, in dollar amounts if possible.
- Describe funding sources for the project, including any creative financing techniques or examples of how additional funds were leveraged.

ADVANCEMENT OF ENVIRONMENTAL EDUCATION section (maximum ½ page):

Note: For projects that are not primarily educational in nature, it is only necessary to describe any educational component to the project, if applicable. However, projects that are educational in nature should address the following.

- Discuss how this project advances environmental education.
- Describe any unique and innovative educational methods or tools utilized in the project.
- Describe the audience reached and how the project changed the way people impact the environment.

SUPPORTING INFORMATION section (if applicable):

- When available, provide photos, maps, diagrams, videos, press clips, letters, etc. that clearly support the application

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APPLICATION COVER SHEET

Project Title:

Project Location:

Applicant Name:

Applicant Address:

City: State: VT ZIP:

Applicant Type: (check all that apply).

Industry Business Trade Organization Professional Organization

Not-for-profit organization

Individual(s)

Educational institution

Government: Local, State, Federal

Contact Person: Job Title:

Affiliation:

Contact Telephone Number: Contact Email Address:

Send electronic copy of completed application to:

Gary Gulka (802-241-3626)
gary.gulka@state.vt.us

Mailing address for cd/dvd and non-scannable attachments:
VT DEC EAO
103 South Main Street, Cannery
Waterbury, VT 05676-4911

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APPLICATION CHECKLIST

Please review **Instructions for Successful Applications** when developing an application. Include this sheet with the application.

Only applications submitted in the required format will be considered.

Adhere to the maximum page length indicated for each section. A page is defined as an 8 ½ x 11", single spaced, one-sided sheet.

Check the following to indicate application completeness:

- Application Cover Sheet/Application Checklist**
- Project Summary** (maximum ½ page)
- General Project Description** (maximum 3 pages)
- Measurable Environmental Benefits** (maximum 1 page)
- Innovation, Sustainability, and/or Partnership** (maximum 2 pages)
- Transferability** (maximum ½ page)
- Cost and Economic Benefits** (maximum ½ page)
- Advancement of Environmental Education** (maximum ½ page)
- Supporting Information** (if applicable)