University of Bradford

Sustainability Innovation Prize Fund

Application Guidance and Selection Criteria

2022-2023

What is the Fund and Why

The University has created a prize fund to reward staff and students who can find innovative ways of making the University more sustainable.

The University aims to become net zero on carbon by 2035, and has a strategic goal to pursue the [UN Sustainable Development goals](https://sdgs.un.org/goals)(UN SDGs) in all it does. Achieving this commitment requires the imagination, commitment, and action, of student and staff across the University.

The Fund is designed to support this holistic advancement of sustainability at the university, which embraces the social, economic, and environmental dimensions of the sustainability agenda.

The Fund aims to improve engagement of the student and staff with sustainability matters. It seeks to support those not normally involved in sustainability, as well as those who do not have the resources to undertake such initiatives.

The Fund is a permanent feature of the University’s budget.

## How the Fund Works

Staff and students submit their innovative ideas using the application form appended. Applications can be submitted at any time. Applications can be made by individuals or groups, including student societies.

A Judging Panel (detail below) will meet at least three times a year (in December, February and May) to award prizes. A shortlist of applicants may be invited to present to the Panel to aid decision-making.

After each decision round, the Panel will review the efficacy of the Fund and may adjust arrangements.

Scope of the Fund: What Will Prizes be Awarded For?

Innovations should address one or more of the categories listed below. Stronger applications will cover more than one aspect of sustainability.

* Carbon and Energy Reduction
* Biodiversity
* Waste Reduction and Promotion of a Circular Economy
* Water Use Reduction
* Sustainability Education and Awareness
* Sustainable and Ethical Procurement
* Food and drink
* Travel and transport
* Service to Society
* Any other innovation aligned with the SDGs

Innovations can relate to the University’s campus, or beyond the borders of the University to Bradford district, or indeed wider, in keeping with the University’s ambitions to make an impact a difference to society.

The focus is, not only on good ideas, but turning good ideas into action.

What’s the Prize?

Successful applicants will be awarded up to £500 to support implementation of their idea: applications should explain how the money prize will be spent.

Students who make a valid application will be provided with a certificate of participation in the Fund.

Staff members who make a valid application will be able to use it as evidence of meeting their Sustainability PDR commitment.

Exceptional applications may earn applicants exceptional recognition at the discretion of the Judging Panel.

Application Process

Completed applications forms should be emailed to: sustainability@bradford.ac.uk. Please head your email “Sustainability Innovation Prize Fund Application”.

Forms should be submitted to tie in with the Judging Panel sessions with deadlines being:

November 30

February 1

May 1

This Guidance is available on the University Sustainability webpages (LINK), and will be promoted via the normal communication channels, and via the Sustainability Society.

Applicants are not allowed to make more than one submission for the same innovation.

The Judging Panel

The Judging Panel will evaluate applications according to the evaluation criteria at Annex A.

At the first stage, applications will be judged and shortlisted using the information provided in the application form. Shortlisted applicants may then be asked to present their idea to the Panel before final decisions are reached. Initial feedback and judges’ questions will be provided to the shortlisted applicants prior to the presentations.

The Judging Panel will be chaired by the Sustainability Programme Sponsor or other senior manager, and comprise at members of the University Sustainability Project Team and Project Board, at the discretion of the Chair. The Panel will comprise 5 individuals, who must make a consensus decision.

All applicants will be notified of the outcome of their submissions.

There is no appeal process.

Evaluation Criteria

Project evaluation criteria are available in Annex A.

Implementing Innovations and Sustaining Impact

The purpose of the Fund is to promote the conversion of innovation into action. Recipients of awards will there sign, with the University’s Sustainability project team, a Memorandum of Understanding for the completion of each innovation project being proposed. The Awardees will deliver on the approved projects with guidance and advice from the Sustainability Team where sought. Light-touch post implementation reviews will be managed by the Sustainability project team.

The Fund is launched in 2022, and there is no historical data about innovations to build on. The intention is to develop case studies from Bradford and others’ innovations, building sustainability improvements year on year. Accordingly, the University’s Sustainability project team is committed to working with each project to ensure that progress and impact is documented and where practical can be continued into future years.

Dated: October 2022

### Sustainability Innovation Prize Fund: Application Form

Tips for making a strong application

* Demonstrate how your project supports University’s sustainability agenda, and how the idea is in line with the United Nations (UN) Sustainable Development Goals (SDGs).
* Look at the scoring guidelines
* Observe the word count limit
* Bear in mind, the focus is not only on a good idea, but how to turn innovation into reality. Make sure you have a compelling idea and plan to make it happen.
* Do your best to check that your innovation is not already under way at the University. If it does, explain how it expands/enhances an existing project.
* Where relevant, make clear where cost and/or resource efficiencies can be made.
* Explain how you will use the prize fund.

| Name of Team / Individual |  |
| --- | --- |
| Name(s) of applicant(s) in Team  |  |
| UoB Email address(s)  |  |
| UoB Number(s) |  |
| Title of Your Innovation |  |

| **Please give a brief description of your project of innovation (max 300 words).** For example; “*Our project will oversee the planting of 50 trees and 15 benches in student accommodation thereby providing much needed shelter for wildlife and expansion of University’s biodiversity.* *It will also provide shade for students in the summer months, improve the aesthetic appearance of the area and offset our carbon footprint. The aim of the project is to monitor improvements made to the lives of the students as well as visitors”.*  |
| --- |
|  |

| **Please outline the Scope of your project of innovation:** (Max 500 words) Your project’s scope should include the project’s start and end date, locations from where the project will operate from (if relevant), the groups of people it will impact, etc. Please include any environmental or social benefits, how might your project be improved on in future years, what might the lasting impact of your project be, key stakeholders involved in this project and how do you plan on engaging with them? |
| --- |
|  |

| State the total amount of funding (max £500) requested and a breakdown of how you will spend it |
| --- |
|  |

Please list which of the UN SDGs your initiative links to (include all that apply) and why.

| SDG | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Tick all that apply |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Provide a bullet-point explanation of why your innovation supports each ticked SDG |
|  |

Annex A

Sustainability Innovation Prize Fund Evaluation Criteria

**Introduction**

This document sets out the guidelines by which the Judging Panel will evaluate applications to the Fund and make final decisions.

Its purpose is to guide discussion, and bring clarity, transparency, and consistency to decision-making. However, the Judging Panel will be guided by, and not unduly constrained by these criteria, where applications show creativity and exceptional innovation.

Overarching Criteria

Proposed innovations must:

1. Show how they will further the University’s sustainability ambitions, which can include:
* Operations on campus
* Benefits for the Bradford District
* Benefits for wider society.
1. Contribute to environmental, social or economic sustainability. Examples include but are not limited to:
* Carbon and Energy Reduction
* Biodiversity
* Waste Reduction and Promotion of a Circular Economy
* Water Use Reduction
* Sustainability Education and Awareness
* Sustainable and Ethical Procurement
* Food and drink
* Travel and transport
* Service to Society
* Any project aligned with the SDGs

Applications which do not meet the overarching criteria are rejected. The table below provides a scoring guideline for those which do.

Sustainability Innovation Prize Fund Scoring Guidelines

|  |  |  |  |
| --- | --- | --- | --- |
| Criteria | Low (0-2) | Medium (3-6) | High (7-10) |
| Environmental Impact |   |  |  |

Sustainability Innovation Prize Fund Scoring Guidelines

|  |  |  |  |
| --- | --- | --- | --- |
| Criteria | Low (0-2) | Medium (3-6) | High (7-10) |
| Significance of enhancement to University’s key environmental impacts. E.g. tonnes of CO2 saved, natural resource protected |  Not stated/marginal impact | Up to 2% of University total  | Over 2% of University total |
| If low-med impact, what is the potential for scaling up the project?(e.g. starting with one solar PV, scaling up to 20) | Little prospect | Reasonable prospect | Strong prospect |
| Engagement: the number of people aimed to be influenced and the level of change aimed at |  |  |  |
| Breadth of impact / collaboration: number of people to be influenced/affected  | Up to 30 | Up to 100 | Over 100 |
| If low-med, what is the potential for scaling up? (e.g. target 50 students this year, but 500 next year) |  |  |  |
| What scale of change by individuals is targeted | Awareness/ consciousness building | Small scale or temporary change in behaviour | Moderate and or permanent change in behaviour |
| Viability |  |  |  |
| Is the innovation well-founded/credible? | Partly convincing | Clear but some uncertainty | Solidly grounded |
| Value for money – is the proposed use of the funding efficient, economic, and effective | Not clear | Reasonably clear | Compelling |
| Value adding: complementarity with existing infrastructure, or other initiatives; anticipated beneficial impact | Isolated or unconnected | Complementary to existing  | Disruptive/ game changer |
| Clarity of implementation plan:* Stages of implementation
* Who does what
* Reasonable timescale
* Dependencies identified
* Impact/benefits articulated
* Handover plans if needed.
 | Underdeveloped | Reliable, with some further development | Robust |