**Ministry of Environment, Solid Waste Management and Climate Change**

 Environmental awards 2023

for Local Authorities sector

**FOR OFFICIAL USE ONLY**

**REF No.**

**PARTICIPATION FORM**

**A. Local Authority details**

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| --- |
| Name of Municipal City/Council/District Council |

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| --- |
| Address |

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| --- | --- |
| Telephone | Email |

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**B. Contact Person details**

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| Full name (Block letters) |

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| Designation |

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| Contact address (*if different from Section A*) |

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| Telephone (Office and mobile) | Email |

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***NOTE: The contact details must be correctly and clearly written for future correspondences.***

**C. Best Environmental Initiatives**

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| 1. Select (✔) the best environmental initiatives implemented in your organisation |

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| [ ]  | Energy conservation / Energy efficiency (e.g., replacement of electrical appliances and light fittings by energy efficiency ones, energy audit and implementation of its recommendations, etc.) |
| [ ]  | Renewable energy (e.g., installation of photovoltaic panels and solar water heaters; installation of standalone solar streetlights, etc.) |
| [ ]  | Water conservation (e.g., savings on water bills through rain water harvesting, etc.) |
| [ ]  | Waste management (e.g., separate bins for sorting of waste, composting, separate collection of waste by recyclers, recycling of electronic material, etc.) |
| [ ]  | Sustainable procurement (e.g., procurement of green products for office use and for workshops/events, etc.) |
| [ ]  | Green Building and Infrastructure (e.g., optimising natural ventilation and natural lighting, etc.) |
| [ ]  | Greening the premises in a sustained manner (e.g., placing of indoor plants, green roofs, green walls, green corners, etc.) |
| [ ]  | Circular economy (e.g., practice of repairing and re-use policy, donation of unused items, repurpose of equipment, vacant building, etc.) |
| [ ]  | Eco-friendly commuting practices / sustainable mobility (e.g., hybrid/electric cars / public transport, carpooling, work from home, etc.) |
| [ ]  | Sustained green culture /sustainable practices within the organisation (e.g., green charter for the organisation, etc.) |
| [ ]  | Greening of meetings, workshops and events (e.g., digitalisation, paperless, etc.) |
| [ ]  | Zero plastic office (e.g., use of reusable cutlery, paper plates/cups, glass water bottles, etc.) |
| [ ]  | Amenities for health and wellness promotion (e.g., availability of fitness facilities, promoting physical activity, promoting clinical preventive services, etc.)  |

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| If your initiative(s) falls outside the above list, please indicate here: |

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| 2. Provide a summary of your initiative(s) (not exceeding 500 words). |

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| 3. Provide a write up of your initiative(s) answering the following questions.  |

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| 1. Describe your initiative including aims and objectives.
2. When did the initiative begin?
3. Describe how the object was implemented.
4. Quantify the output reached.
5. What is the environmental impact of the initiative?
6. Include implementation cost and maintenance cost of project(s).
7. Obstacles encountered and how was it resolved?
8. Was there anything innovative about the project/initiative?
9. How viable and sustainable is this initiative?
 |

**Note: Please provide photos, graphics or any relevant documents as evidence to support your**

 **entry.**

**Disclaimer**

**I hereby declare that:**

* **The information contained in this participation form is true and correct.**
* **I have read and understood the guidelines.**
* **I agree to the terms and conditions of this Award.**
* **I agree that The Organiser may use the names of the Winners, quotes, photos, videos from the Award Ceremony where the Participants are visible in any media channels.**

***Name of Chief Executive : ………………………………………………….***

***Signature : …………………………….……………………***

***Date : ………………………………………………….***

*The duly filled participation form and relevant documents should be submitted to this Ministry* *via email on* *wedlocalauthority@gmail.com**, not later* ***than 08th May 2023 at latest by 10hrs00.***