

APPLICATION:

Individual Leadership Award

*U.S. EPA has partnered with the Center for Climate and Energy Solutions (C2ES) and The Climate Registry to incentivize, recognize, and highlight actions that go beyond business as usual in the management and reduction of GHG emissions both in internal operations and throughout the supply chain.*

Individual Leadership Award

Recognizes individuals exemplifying extraordinary leadership in leading their organizations’ response to climate change and through engagement of their peers and partners.

DEADLINE to submit all application materials is **September 26, 2016**

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| **Instructions & Guidance**: Please answer all questions and note that fields will expand to the designated maximum character limit. Once the form is completed, save it to your computer and submit a copy with your supporting materials to applications@ClimateLeadershipAwards.org by COB on **September 26, 2016**.* **Supporting Documentation**: please ensure that the required supporting materials are included with application submission – see Section 5 for a checklist.
* **Eligibility Requirements:** for a detailed list of applicant requirements, please refer to the appendix of this application or [EPA’s Individual Leadership criteria page](https://www.epa.gov/climateleadership/climate-leadership-award-individual-leadership).
* For further details on the Climate Leadership Awards program, standard criteria, application, and review process, go to [EPA’s Frequent Questions page](https://www.epa.gov/climateleadership/climate-leadership-awards-frequent-questions).
* Please direct any questions to U.S. EPA and its partners at questions@climateleadershipawards.org.
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Section 1: Contact Information

**Primary Contact:**

Name       Title

Organization

Phone       Email

**Secondary Contact:**

Name       Title

Phone       Email

**Public Relations Contact:**

Name       Title

Organization

Phone       Email

Section 2: Applicant Information

1. Applicant’s Name
2. Applicant’s Employer
3. Address (headquarters)
4. Indicate below which category the applicant’s employer is most closely associated with, along with gross annual revenues or budget (revenue/budget must be over $100 million):

[ ]  Corporate; Annual Revenues:

[ ]  Government; Annual Budget:

[ ]  Academia; Annual Budget:

1. When did the applicant become an employee of the above-referenced organization?

     /

(Month) / (Year)

1. Please provide the name and title of the individual to whom the applicant reports administratively.

1. Describe the overall operations of the applicant’s employer, including significant operations conducted in the U.S. *Max character count: 1,000*

Section 3: Applicant Employer’s GHG Inventory & Reduction Information

1. Describe where the applicant’s employer publicly reports its GHG emissions data (e.g., corporate sustainability report, GHG registry, or public disclosure survey) **AND** include the web page link to publicly available inventory.

1. Does the applicant’s employer have a current GHG reduction goal?

[ ]  NO

[ ]  YES – Please answer the associated questions below

* 1. What is the applicant’s public GHG reduction goal?

     % by      /     /      from       base year.

* 1. Is this the employer’s first GHG reduction goal?

[ ]  YES

[ ]  NO – Please briefly describe below previous goals set and/or achieved. *Max character count: 750*

* 1. Identify the nature of the employer’s GHG reduction goal:

[ ]  Absolute goal

[ ]  Intensity goal

If based on intensity, what is the unit of measurement (e.g., per widget, square foot)? How is that calculated?

Does the goal result in an absolute reduction of GHG emissions? If so, please describe.

* 1. Select the geographic boundaries for the applicant’s reduction goal (the geographic boundary of the goal must be consistent throughout the goal period absent structural changes).

[ ]  Global

[ ]  North America

[ ]  United States

Within these geographic boundaries, does the reduction goal include all scope 1 and 2 operations and emissions sources that are included in the inventory? If not, explain any exclusions.

* 1. If the organization has a GHG reduction goal with an achievement year of 2015 or later, the organization must report both location-based and market-based scope 2 emissions for both the base year and the achievement year, and must select one of these methods to track progress toward goal achievement. Please indicate below which method is used. The organization should also indicate this in its public communication of the goal.

[ ]  Location-based method

[ ]  Market-based method

Section 4: Individual Leadership Activities

Please provide comprehensive, detailed responses to all of the questions listed below as they pertain to the applicant’s efforts between January 1, 2014 and September 26, 2016. It is recommended that specific examples be included. Please refer to [evaluation criteria here](https://www.epa.gov/climateleadership/climate-leadership-award-individual-leadership).

**IMPORTANT NOTE:** Applicants must demonstrate the role he/she has served with respect to driving and leading the activities referenced in the application. Reviewers will be looking to distinguish between the actions of the applicant and his/her employer organization.

1. Describe five (5) key initiatives the applicant has led to address climate change (mitigation and/or adaptation), and summarize why the applicant should be presented with this award. *Max character count: 4,000*

1. Provide 3-5 examples of *new* goals, plans or other actions that the applicant put into place within his/her employer’s organization between January 1, 2014 and September 26, 2016. Be sure to detail how each of the activities referenced in this section differ from previous efforts, and the applicant’s specific role in regard to each of the referenced initiatives. *Max character count: 4,000*

1. List up to five (5) relevant membership activities (e.g., NGOs, government partnerships, B2B) in which the applicant is an active member/participant. For each listing, please specify the applicant’s role and why it is relevant to this award. *Max character count for description: 1,000*

**SAMPLE ANSWER:**

***Collaboration Example #1:*** *National Climate Assessment*

***Applicant’s Role:*** *Chapter Lead and Author*

***Description:*** *As a chapter lead for the 2015 U.S. National Climate Assessment, applicant was able to introduce climate change impacts on the private sector for the first time to the National Climate Assessment. Working with volunteer authors from across sectors and geographic regions within the U.S., applicant’s work on this program has resulted in important collaborations and future opportunities for getting the private sector engaged in the reporting process.*

Collaboration #1:

Applicant’s Role:
Description:

Collaboration #2:

Applicant’s Role:
Description:

Collaboration #3:

Applicant’s Role:
Description:

Collaboration #4:

Applicant’s Role:
Description:

Collaboration #5:

Applicant’s Role:
Description:

1. Provide 3-5 examples of how the applicant has demonstrated leadership in driving and/or supporting the external climate engagement of the applicant’s employer organization, noting a particular emphasis on the following criteria. *Max character count: 4,000*
	* Creating effective partnerships with other organizations and individuals from across sectors.
	* Collaborating with peers to develop best practices, influence behavior change, and engage in public education.

1. Provide 3-5 examples of how the applicant has demonstrated leadership in driving and/or supporting climate education and training efforts within their organization. *Max character count: 4,000*

1. Please provide 3-5 examples of climate thought leadership, such as working to shape policy solutions; articles, books or other publications. *Max character count: 4,000*

1. Describe any climate-related awards or recognition the applicant has received. *Max character count: 1,000*

1. Are there other specific actions taken by the applicant that have not been covered in the questions above, but that should be considered along with the other information submitted in this application? If so, please describe.

Section 5: Supporting Materials

Individual Leadership Award applicants require third-party references ([forms downloaded on EPA’s Application page](https://www.epa.gov/climateleadership/climate-leadership-award-individual-leadership)). Additionally, you may provide us with any significant context for applicant’s efforts; a few examples are listed below. We request that full CSR, sustainability or other reports are NOT attached as supporting materials, though relevant sections of related reports are acceptable. Files may be emailed to applications@ClimateLeadershipAwards.org with your application. ***Text box is limited to 4,000 characters.***

Examples for inclusion:

* At least two (2) third-party reference forms **(REQUIRED)**
	+ At least one reference should be provided from an individual within the applicant’s employer organization (preferably from a different business group/unit, department or division).
	+ At least one reference should be provided from an external partner/membership organization.
* Examples of publications authored by the applicant (articles, white papers, op-eds, etc.) and/or recent speech transcripts.

Appendix: Eligibility Requirements

**Applicants for the Individual Leadership Award must meet the following eligibility requirements:**

## General Eligibility Requirements

* Applicant's employer must have significant operations in the United States. Given the global nature of climate change, the majority of greenhouse gas emissions reductions do not have to occur in the U.S.
* Applicant's employer must meet one of the following descriptions:
	+ Legally-recognized corporate organization with annual revenue over $100 million; or
	+ Governmental entity or academic organization with annual budget over $100 million.
* Applicants must have been employed and reside within the United States.
* Exemplary climate leadership activities must have taken place between January 1, 2014 and September 26, 2016. However, applications may also refer to actions that commenced before that time and continued into the application period and the length of time an action has been in practice, or which explains how that prior activity served as a foundation for ongoing and more current activities.

**Considerations for Evaluation:**

Applicants will be evaluated based on the following attributes that are deemed to exceed business as usual:

* Innovation, strategic management, and thought leadership in addressing climate change.
* Key climate initiatives led by the applicant, and subsequent goals, benchmarks and plans for measuring success implemented by applicant.
* Quality of engagement with non-profit partners, government organizations, and/or other non-advocacy collaborations.
* Quality of collaboration with peers to develop best practices, influence behavior change, establish standards, and engage in public education.
* Education and training of internal staff and management, as well as external stakeholders, partners, and suppliers.