

Green Impact Sheffield

A guide to Projects 2019-20

In 2017/18, we trialled the new Projects tab with great success and from 2018/19, every team will now complete a number of Projects to achieve their bronze, silver or gold award. This guide gives an overview of where to start and how to gain the various award levels.

What is Projects?

Projects provide the flexibility to choose what sustainability means to your team by working on projects that you have a particular interest in, or that tackle a specific sustainability issue you face in your workplace.

How does it work?

In summary:

- 1) Teams complete the Essential actions in the [online toolkit](#)
- 2) Teams design and implement 1 or more sustainability projects over the year
- 3) Teams complete a Project Plan and Case Study for each project and upload these to the toolkit. [Templates for these documents are available here.](#)
- 4) Teams are audited by students and receive a Bronze/Silver/Gold award depending on how well their project(s) score.

Every team must complete the Essential actions in the toolkit to ensure the basics of sustainability are still being met within the team. These must be completed and evidenced alongside your project(s) and submitted by the deadline in order to get your award.

When designing your projects, we advise you select themes that reflect the sustainability targets/interests of your team so the projects are relevant and enjoyable to complete. Use the themes provided in the toolkit to help you come up with a project idea, and view some great examples of projects from last year for [inspiration here](#). We have also included historical criteria from the old toolkit on the [resource page](#) if you want to use some of these as a basis for a project.

We are suggesting that all teams complete **at least one project on an environmental theme** to ensure environmental issues are being tackled as well as social issues. All projects should also contribute towards at least one of the [UN Sustainable Development Goals](#).

Your Project Plan(s) will set out exactly what the outcomes & outputs are for the project (what you hope to achieve and how you will achieve it). Please use the template and send to the Green Impact coordinator before starting to ensure it is suitable, and upload to the toolkit once finalised.

Each Case Study should be written after the project(s) are complete (but before the submission deadline in March!) and should include a project title, explanation of your projects aims, outputs and outcomes as well as any pictures, graphs or charts you would like to add. You must also fill in the self-assessment, telling us how many points you think you should get for your project and why (be honest!). Please use the template and upload this on the toolkit on or before the submission deadline in March.

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How are projects scored?

Each project your team completes will be scored on 7 areas in the auditing process (below) and must include a Project Plan and a final Case Study uploaded to the toolkit. **There's a maximum of 50 points for each project.** This score will take into account effort (how much the team **tried** to fulfil this criteria) and impact (how much the team **succeeded**).

Scoring area	Example of top scoring	Total Points Available
Team engagement: how many people were involved and how substantial was this engagement?	All members of the team took part in each stage of the Project and their input was significant.	5 points
Reach: was the student community/wider community involved/engaged through the project? Were academics/other departments involved?	The Project engaged more people than just the Green Impact team. This could include the wider department, other teams, other departments, students, academics and the wider community (e.g. local residents, schools, charities).	10 points
Creativity: was the project creative/ original?	The Project showed innovation. It was a new idea, or took a new angle on a previous idea.	5 points
Impact & measurability: did the project have tangible impact on sustainability? How measurable was the impact of the project, and were measurable metrics included?	The Project improved sustainability by working towards goals. The Project sets out clear aims and measurable targets within the Plan to achieve this impact, and presented measurable impacts at the end of the project.	10 points
Proportionality: were the outcomes proportionate to the size & capacity of the team?	The Project was not just a one-off event and included a wider campaign and ongoing engagement. Teams have achieved outcomes that are proportional to their team size.	5 points
Legacy: does it have a lasting impact beyond the academic year?	The Project has left a legacy behind, such that its impact is still ongoing even though the Project has now ended. For example, a sensory garden that will remain and continues to be tended by staff/students.	10 points
Outcome: overall, was the project a success?	The Project met or exceeded its original aims & targets as outlined in the Project Plan.	5 points

Please only upload 2 documents for each project – the completed Project Plan and the completed Case Study. All supporting evidence such as photos should be included within these 2 documents ([templates available here](#)).

Big Green Impact Events

This year we are introducing new university-wide Green Impact events. These will be centrally organised and could be anything from litter picks to talks on how to live a more sustainable life.



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Everyone is welcome to attend these and encouraged to bring along anyone else who is interested. Teams will receive 3 points for each event that is attended by at least 1 team member and an extra 2 points if they bring someone along who is not currently involved with Green Impact. These scores will be added to your overall Projects score to determine your final award level. The [programme of events](#) will be continually developing so if you have any suggestions please send them to greenimpact@sheffield.ac.uk. If there isn't time to include them this year then we will bear them in mind for next year.

Scoring thresholds

Working Towards Bronze: Complete all the Essential actions, and begin working on a project

Bronze: Complete all Essential actions, plus at least **40** points from Projects and/or Big Green Impact Events

Silver: Complete all Essential actions, plus at least **80** points from Projects and/or Big Green Impact Events

Gold: Complete all Essential actions, plus at least **120** points from Projects and/or Big Green Impact Events

Platinum: The 2 teams (one small team and one large team) with the highest number of points from Projects and Big Green Impact Events, plus the essential actions.

You can complete **up to 4** projects in total and each project can be big or small - it all depends on what award level you want to achieve. Remember, there's a 50 point maximum for each project, so if you are aiming for Silver or higher you will need to complete at least 2 high scoring projects.

How will you be audited?

Auditors will first check you have **completed the 9 essential actions** on the toolkit. You should submit evidence that you have completed these actions on the toolkit and be ready to go through them with the auditors.

Auditors will then audit your projects. They will need to see your completed **Project Plan and Case Study** for each project (find the templates [here](#)) and will assess how each projects scores along the scoring areas listed above. They may ask questions about the documents and the projects or ask to view elements of the project within the department.

After the audit is complete, auditors will feedback to the Green Impact coordinator and moderation will be undertaken to ensure all projects have been scored consistently.

How do we start?

1. In your teams, come up with some project ideas (using the project themes provided in the online toolkit and your own sustainability goals and interests as a starting point).
2. Contact your Green Impact coordinator for guidance **before starting** at Greenimpact@sheffield.ac.uk (a face to face meeting is highly recommended).
3. Submit your Project Plan(s) to Greenimpact@sheffield.ac.uk for feedback as soon as possible, but by **20th December at the latest**. Find the Project Plan template [here](#).
4. Once your project(s) have been approved by your Green Impact coordinator, you can start implementing them! Remember to complete the essential actions too!
5. All projects & Essential actions must be finished on or before the final deadline of **6th March 2020** with a final Case Study for each completed project submitted to the toolkit (template [here](#)).

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Deadlines & Timeline

Project Plan(s) submission deadline: send your Green Impact coordinator your Project Plan any time before 20th Dec 2019, but ideally over the summer so you have plenty of time to implement your project.

Toolkit submission deadline: submit your toolkit (including all Essential actions and completed Project Plans & Case Studies for each project) by 6th March 2020

Audits – 1st April 2020 – please book this afternoon out in your diary as soon as possible to ensure your availability

We're here to help! Contact your Green Impact Sheffield coordinator at any time with questions, suggestions or queries at Greenimpact@sheffield.ac.uk.

Q & A

Q. Can I complete multiple projects from the same theme?

Teams are welcome to complete multiple projects from the same theme, but they must be standalone projects with distinctly different outputs and outcomes. For example, you may want to do two Food projects, one limiting food waste and one promoting a sustainable vegan diet. You can only complete up to 4 projects in total so think carefully about which themes you want to approach.

Q. How do projects differ from the individual actions in the original toolkit?

A. Projects are bigger tasks than the original toolkit actions. For instance, having energy awareness stickers in the office would not in itself constitute a project. However, performing an energy audit, giving a series of short talks on energy efficiency, running an awareness campaign and showing energy savings and behaviour change as a result of these actions would constitute a project. [You can view historical criteria on the resource page here](#) if you'd like to use these to help build a project.

Q. What support will I get?

A. Use the toolkit Criteria and Further Information tabs for suggestions on what your projects might look like. You will still be able to apply for a student GIPA, and you can ask for help, guidance, support or suggestions at any time by emailing greenimpact@sheffield.ac.uk.

Q. Can I still complete projects if I am from a specialist team (i.e. Labs)?

A. Yes! You can complete projects specific to your environment, for example reducing pipette tip waste in a lab environment. The projects are very flexible and applicable to any workplace so you can design a project that tackles your own unique sustainability issues.

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