

# GREEN IMPACT SHEFFIELD

## A GUIDE TO PROJECTS 2020-21

In 2017-18, we trialled the new Projects tab with great success. Since then, having made Projects a continued part of the Green Impact programme, we have seen a wide array of projects with fantastic results. Completing one or more projects enables teams 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 are 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 one 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 or interests of your team so the projects are relevant and enjoyable to complete, and that you also consider where your department's biggest negative environmental impacts lie and focus on reducing these impacts. For 2020-21, there are three themes to categorise your project: **Biosphere** (having a positive impact on the environment and natural world), **Society** (having a positive impact on people and society) and **Economy** (aiming to create a fair and just economy for all), with each theme having a number of [UN Sustainable Development Goals](#) (SDGs) associated with it.

We ask that all teams complete **at least one project on the 'Biosphere' theme** to ensure environmental issues are being tackled as well as social and economic issues. All projects should also contribute towards at least one of the [UN Sustainable Development Goals](#), and projects should aim to have a financial saving of some sort for the university.

You can view some 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 strongly advise teams to view the University's new Sustainability Strategy and Action



Plan (when it is published in the new academic year) to gain insight into what the University is working towards and where your projects could contribute or support these key areas. If you would like any advice or would like to discuss your ideas, feel free to get in touch at [greenimpact@sheffield.ac.uk](mailto:greenimpact@sheffield.ac.uk).

### University closure

Under the current circumstances, we expect changes to how Green Impact works and what sort of projects our teams complete. Whilst it may present some challenges, there are also some exciting opportunities! You may want to implement a project that can be completed entirely remotely with your team - there are lots of impacts you can have from home, including awareness raising, knowledge sharing, learning and changing behaviours. These can all be really important things that people can take forward when returning to campus. You may also want to use the time to improve departmental policies and procedures to include sustainability or embed sustainability into teaching if you are an academic department.

You can also consider creating an in-depth plan and preparation for a project that can be implemented once you return to work on-campus. We encourage you to consider both types of projects and be flexible with your approach as plans may change over the year that could disrupt your initial ideas.

### Documentation

[You can find templates for the project documents here.](#) Your Project Plan (one for each project) 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 (at the latest by the deadline 11th December 2020) before starting to ensure it is suitable, and upload to the toolkit once finalised.

Each Case Study (one for each project) should be written after the project(s) are complete (but before the submission deadline of 1st April) and should include a project title, explanation of your project aims, outputs and outcomes as well as any evidence such as photos or graphs. You must also fill in the self-assessment, telling us how many points you think you should get for your project and why. Please use the template and upload this on the toolkit on or before the submission deadline.

### 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
<b>Team engagement:</b> 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
<b>Reach:</b> 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
<b>Creativity:</b> 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
<b>Impact &amp; measurability:</b> 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
<b>Proportionality:</b> 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
<b>Legacy:</b> 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
<b>Outcome:</b> 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

The university-wide Green Impact events take place between September-February and are centrally organised. These could be anything from litter picks to talks on how to live a more sustainable life. Everyone is welcome to attend and encouraged to bring along anyone else who is interested. Teams will receive 3 points for each event attended by a team member and an extra 2 points for bringing someone not currently involved in 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](mailto:greenimpact@sheffield.ac.uk). Due to the current circumstances, our Big Green Events will take place as normal but will take place online until we return to the University.

## 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 3** projects in total and each project can be big or small - it all depends on what award level you want to achieve. 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 project 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](mailto:Greenimpact@sheffield.ac.uk).



3. Submit your Project Plan(s) to [Greenimpact@sheffield.ac.uk](mailto:Greenimpact@sheffield.ac.uk) for feedback as soon as possible, but by **11<sup>th</sup> December 2020 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 **1st April 2021** with a final Case Study for each completed project submitted to the toolkit (template [here](#)).

### Deadlines & Timeline

**Project Plan(s) submission deadline:** send your Green Impact coordinator your Project Plan any time before 11<sup>th</sup> December 2020, 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 1st April 2021

**Audits - 28th April 2021 -** 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](mailto:Greenimpact@sheffield.ac.uk).

### FAQ

**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.

**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](mailto: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. There is even a new Special Award especially for the most innovative Labs-based project!

