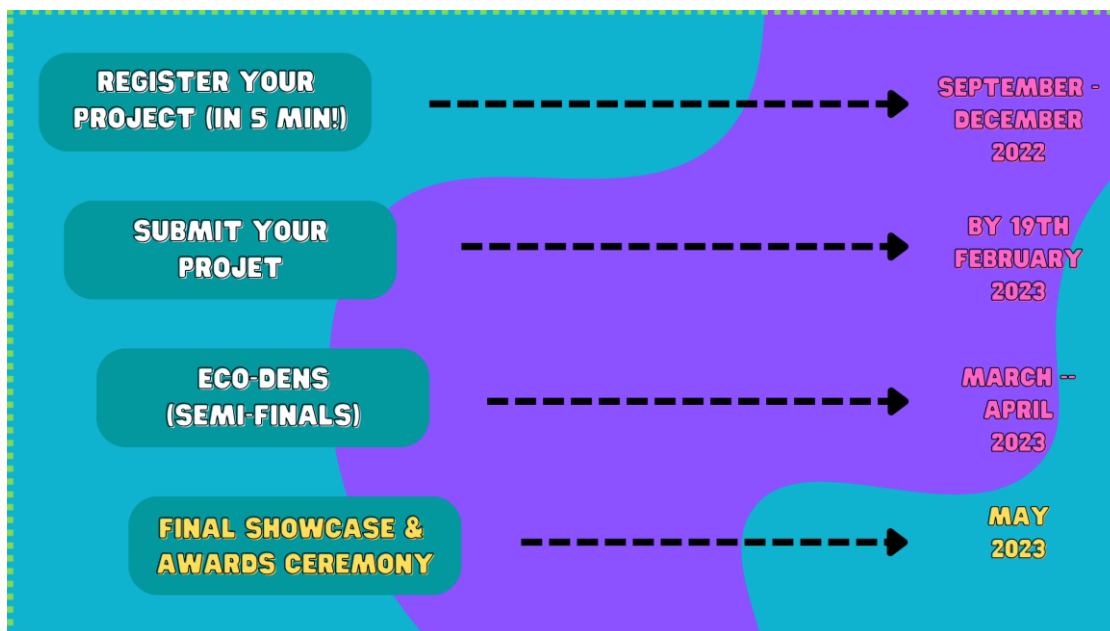


ECO-UNESCO YOUNG ENVIRONMENTALIST AWARDS 2023



PROJECT SUBMISSION GUIDELINES

Programme Timeline



Please read through these instructions carefully before submitting your project.



GENERAL INFO

SUBMISSION PROCESS OUTLINE

Welcome to YEA 2023. We want to encourage and support you to submit your projects and show them off to their best so please read these guidelines carefully.

Your project will be judged based on the following items:

1. **Mentor/Teacher Form:** You will find this short form in the Submission Folder for the project. This can be edited and saved in that folder. In that form, we ask for some details on the project. We also ask you to supply a Project Summary which may be written by the young people. We will also ask you to supply your main team photo for use in our publicity. Note: Please ensure you have obtained the appropriate parental consent before submitting the photo.
2. **Group Workbook:** The young people should complete the GROUP WORKBOOK together as a group. We strongly recommend they do this in stages as they progress their project, but this may also be completed at the end. The worksheet may be printed out for the group to work on and you can add paper where necessary. Answers can then be inputted online or else you can photocopy/scan and upload the work of the young people. (See Detailed Guidelines below)
3. A **one-minute video** about the project

Submission Deadline: **Midnight Sunday 19th of February 2023.**

SUBMISSION FOLDER

Once you have registered a project, you should have received a link to your submission folder within a week of your registration. If you have not received a link, please email us: yea@ecunesco.ie.

The name of the folder contains your registration number and the name of your project. **Please check that this is correct.**

If you are a mentor who is entering more than one project, you will receive a separate link for **each** project. These links can be use by anyone in your group, but please be careful in sharing them, as anyone with the link has the same ability edit the content that you do.

ONLINE SUBMISSION

In order to submit your project, you will need to open the link allocated to your project. Here you will find a folder dedicated to your project and labelled with your Registration Number. (Again, please note that each project has its own folder).

In this folder you will find:

1. YEA Project Submission Guidelines (This form)
2. Group Worksheet
3. Mentor/Teacher Form
4. 1-Minute Video Folder- Participants should upload a 1-minute video to this folder

REGISTRATION NUMBER

Each project has its own REGISTRATION NUMBER.

When you register a project, you will be sent a Registration Number unique to your project.

If you are a mentor who is entering more than one project, you will receive a separate registration number for **each** project

IMPORTANT: Please use this number in any correspondence

JUDGING CRITERIA

Projects are judged along our 6 Steps to Success framework. We have set out the detailed marking scheme below for your reference. You will see that the Submission Form follows the same framework so make sure you show off how you worked through each of these stages.

Step 1 – Get a Team Together	10 marks
Evidence of how your team planned to work together and develop skills	10 marks
Step 2 - Select an Environmental Issue & Research	30 marks
Evidence of how you selected the environmental issue	10 marks
Evidence of knowledge of the environmental issue (research and investigation)	10 marks
Evidence of understanding cause and effect of an environmental issue (e.g.: human interaction with the environment)	5 marks
Evidence of linking local to global (i.e., how your local issues relate to broader global issues and the UN Sustainable Development Goals)	5 marks
Step 3 – Develop an Action Plan	30 marks
Evidence project planning	10 marks
Evidence of aims and objectives	10 marks
Evidence of problem solving and reviews of your plans	10 marks
Step 4 – Take Action!	30 marks
Evidence of action carried out	20 marks
Relevance of action to project aims and objectives	10 marks
Step 5 – Raise Awareness	30 marks
Evidence awareness raising within school/youth group	10 marks

Evidence of awareness raising within the wider community	10 marks
Evidence of awareness raising with external organisations	10 marks
Step 6 - Reflect	20 marks
Evidence of learner development (e.g. about the environmental issue)	10 marks
Evidence of learner development (e.g. skills and behaviours)	10 marks

DETAILED GUIDELINES

1. Mentor/Teacher Form

- Using the online Mentor/Teacher Form: You can open the form and edit in the form in your browser and it will save automatically as long as you are connected to the internet. Multiple users can even edit the form at the same time. If you have Word on your computer and choose to use that to edit the document using the desktop app, please ensure that the changes are successfully synced back online.
- (Note: If you download the form and edit it on your computer, the changes you make will not save in your folder. In this case you could complete the form off-line then upload it into your folder.)
- Filling out the Mentor/Teacher form: Please read the instructions carefully in MENTOR/TEACHER FORM and provide answers for ALL FIELDS unless specified.
- Photo: Please be sure to include a team photo (of your team or a photo that represents your project) that we can use in publicity. Please send additional photos and images related to the project here if you wish. (Alternatively, these may be added to the GROUP WORKBOOK)
- Additional Documents: You may upload other documents to your Submission Folder if they are DIRECTLY RELATED to your project. For example, if a central part of the project is about making a book or making an information video – then the judges will want to see this so you can upload this to your folder. Be sure to name any extra documents clearly. It is easy to upload documents by dragging and dropping from your computer into the online folder. Please note, to avoid any accidental loss of submitted material, it is not possible for you to delete uploaded files. If something is uploaded in error and you wish to have it removed, please contact us.
- Please contact us if you have any difficulties yea@ecunesco.ie .

2. Group Worksheet

- This workbook is to be completed by the young people. We strongly recommend they do this in stages as they progress their project, but this may also be completed at the end.
- The worksheet may be printed out for the group to work on and you can add paper where necessary.

2 options for submitting the GROUP WORKBOOK

- Option 1: Answers can be typed into the GROUP WORKBOOK file that you will find in your Submission Folder. If necessary, this can be done by an adult so long as the content was provided by the young people. Please ensure photos or images are added here.
- Option 2: The GROUP WORKBOOK, including any extra sheets, can be scanned and uploaded into the Submission Folder. In this case, you may like to add any photographs/images to your Teacher/Mentor form instead.
- Please contact us if you have any difficulties: yea@ecounesco.ie .

3. 1-MINUTE VIDEO PITCH

The point of the video is to give judges a flavour of you and your project and give you an opportunity to show your interest in the topic and some of your creativity so have some fun!

- Please upload an approximately 1-minute Video pitch to your evidence folder. The video can be made using a phone or other device.

What to include:

Make this a fun and creative video to show off your project. You could use the minute to:

- introduce your team and their work,
- highlight the importance of your chosen issue,
- demonstrate the impact of your project,
- show your sense of passion & commitment
- express yourselves! Make it creative and fun.

Tips:

- Do a test to make sure your camera works and the sound is clear - we need to hear you!
- If you fluff it, re-record!

Please note, try to keep the video to around 1 minute. Judges will not have time to watch beyond 1 min & 30 secs. Remember, this video doesn't need to be perfect. There are no marks for flashy effects or clever editing. Its ALL ABOUT YOU AND YOUR PROJECT. Have fun.

I HAVE COMPLETED EVERYTHING – WHAT NOW?

All you need to do is make sure that everything you want to submit is saved in your folder before **midnight 19th February 2023**.

What is contained in your submission folder at midnight 19th February 2023 will be automatically accepted as your full and final project submission for YEA 2023. There is NO ACTION needed to mark your submission as complete. This will happen automatically at the closing date.

Short-listing will take place and you will then be notified if you are being invited to attend the semi-final ECO-Dens. ECO-Dens will be scheduled in March. To learn more about the ECO-Dens, see <https://www.youtube.com/watch?v=-J9zvBE1-Tw>.

THEN WHAT?

Finalists will be selected from the ECO-Den semi-finals, and we will host our final awards ceremony in May. In the past, the final showcase and awards has been held in a large venue in Dublin and groups are invited to display their projects, visit exhibitions and workshops, and attend an exciting awards ceremony. We are adapting our programme this year to suit restrictions and will let you know how we plan to celebrate our winners nearer the time.

PROJECT SUPPORTS

ECO-UNESCO offers training, supports and online events throughout the year. Please keep an eye on your email for these announcements.

As a YEA Group – you are entitled to a **FREE 6 steps to Success workshop** for your group. This is a blended workshop – part recorded and parts for you to carry out activities. We can also provide you with a live consult with one of our facilitators. Contact us to request the workshop:

yea@ecounesco.ie .

QUESTIONS & HELP

ECO-UNESCO is happy to assist with any issues you may have with submitting your project. Please look at our [FAQ's](#) for assistance:

Alternatively, please email any queries to yea@ecounesco.ie .

Best of luck!

