



# CABARRUS SUSTAINABILITY AWARDS

## TIPS FOR APPLICANTS

**TIPS FOR APPLICANTS** provides suggestions for identifying potential projects and submitting successful award applications. Part 1 includes detailed instructions for submitting an application package. Part 2 includes examples of projects that would be eligible for the CSA.

### PART 1: INSTRUCTIONS FOR SUCCESSFUL APPLICATIONS

Each applicant must submit the APPLICATION COVER SHEET/CHECKLIST FORM provided. Because applications are evaluated by a wide variety of reviewers, applicants should write in plain language and avoid the use of technical jargon. Applicants must follow the required format and adhere to page limitations. Only applications submitted in the required format will be considered.

The following details should be addressed in the application:

*In the **Project Summary** section (maximum ½ page):*

- Summarize the main points and highlights of the project.
- Include specific and concise descriptions of the benefit and overall merit of the project using key concepts from the sections below.

*In the **General Project Description** section (maximum 3 pages):*

- Provide a comprehensive description of the project, including location (street, city).
- Include a description of how the project protects the environment or increases the stewardship of Cabarrus County's natural resources in a sustainable way.
- Identify what motivated your facility/organization to undertake the project.
- Describe any outreach efforts used and how those efforts benefitted your project.

*In the **Innovation, Sustainability and/or Partnership** section (max 1 page):*

Depending on the nature of your project, address all of the following points that are applicable by describing:

- How the project is innovative, sustainable or involved or created unique partnerships
- Innovations in your project
- How partnerships created or strengthened by the project resulted in constructive solutions

to operational challenges

- Tangible benefits of the project to those involved and to the environment
- How the project increased the sustainability of natural resource use
- How the project increases capacity to develop and deliver education programs that advance sustainability and innovation
- How an academic or education project resulted in a significant environmental benefit or positively contributed to a trained workforce advancing innovation and sustainability

**Innovation** - Those practices that exemplify outstanding creativity or introduce new approaches. In developing technologies, specifically programs or projects that are environmentally sound, economically feasible and support future environmental benefits. Practices should serve as a model for similar efforts.

**Sustainability** – Those practices that strive toward resource use that does not exceed the rate of replenishment, waste generation that does not exceed the rate at which it can be reabsorbed by the environment and practices that have a positive economic impact. The focus is on implementing sustainable practices that provide a better quality of life, maintain a healthy balance with the natural world and enhance profitability.

**Partnership** - Those practices that demonstrate a relationship between two or more parties working together and making better use of resources to develop innovative and/or sustainable projects to achieve better outcomes and benefits to the partners and the environment.

*In the **Superior Practices** section (maximum 1 page):*

- Describe how the project incorporated practices that achieve an environmental benefit beyond what could be achieved using standard techniques.
- If applicable, describe how the project achieved an environmental benefit by exceeding the applicant's regulatory requirements.

*In the **Measurable Environmental Benefits** section (maximum 1 page):*

- Describe, as specifically as possible, the environmental improvement made as a result of the program/project. Quantify reductions of environmental impacts or human health risks (i.e., pounds of waste reduced, amount of pollution prevented, contaminant reductions, cost savings, year to year improvements in air or water quality, numbers of acres preserved or protected etc.).
- Describe how the environmental benefit was accomplished.
- Describe if the project took place in an environmentally sensitive region or area of the state.
- Describe if the project addressed any issues of environmental equity or environmental justice. If the project benefitted a low-income or minority group, please identify and describe.

- Describe how the project improved the quality of Cabarrus County’s environmental resources.
- Describe how the project improved the quality/quantity or stewardship of Cabarrus County’s natural resources.
- Describe how the project reduced the use of non-renewable resources, including energy resources.
- Describe ongoing greenhouse gas emission reductions that resulted from the project.

*In the **Commitment and Leadership in Pursuit of Sustainability** section (maximum 2 pages):*

- Describe how the project demonstrates the applicant’s commitment and leadership.
- Describe written policies or management practices that demonstrate continued commitment and leadership in sustainability.
- Describe employee education or participation components of the program/project.
- Describe any technical assistance provided or received and its effect on the project.
- Describe the organization’s financial commitment and the financial commitment of the parent company or organization to the project beyond grant or other outside funding sources. Is the project self-sustaining?

*In the **Transferability to Other Users** section (maximum ½ page):*

- Describe how the project demonstrates transferability to others.
- Indicate whether the program/project lends itself to replication by other organizations or individuals.
- Indicate whether any project activities or results are currently being shared with others.

*In the **Funding Sources** section (maximum ½ page):*

- Describe funding sources for the project, including any creative financing techniques or examples of how additional funds were leveraged.
- Discuss the cost and economic benefits of your program, in dollar amounts if possible.

*In the **Other Details** section (maximum ½ page):*

- Describe any new process, equipment or procedures developed specifically for this project.
- Discuss operational, maintenance or other improvements.

*In the **Supporting Information** section (if applicable):*

- When available, provide a link to photos, maps, diagrams, videos, press clips, letters, etc. that clearly support the application. If a link is not available, attach a hard copy to the application.

## PART 2: EXAMPLES OF INNOVATIVE AND SUSTAINABLE PROJECTS

This list is by no means all inclusive; it is solely intended to identify some of the types of projects that would be eligible for a Cabarrus Sustainability Award. We also hope this list motivates you to find innovative ways to improve and sustain Cabarrus County's environment and natural resources.

- Energy management projects that measurably reduce energy consumption and greenhouse gas emissions.
- Projects where creativity and innovation are used to promote collaboration among all levels of government, businesses and non-profit entities to improve the quality of life.
- Efforts focusing on improving the environment in under-served communities, specifically minority and low-income communities, and addressing disproportionate adverse environmental impacts that may exist in those communities.
- An organization facilitating stewardship resulting in actions that mutually benefit an environmentally impacted area and the parties involved.
- Activities that reduce or eliminate the generation of pollutants at the source.  
NOTE: Such facilities must identify hazardous waste generation and evaluate technically feasible and economically practical alternatives for reducing hazardous waste generation beyond requirements of the law!
- Schools implementing innovative approaches to “green” buildings/campuses, curriculum, purchasing and maintenance.
- Communities that partner with developers to reduce greenhouse gas emissions from buildings or transportation.
- Hospitality and recreational facilities incorporating environmentally responsible practices
- Meeting planners, display manufacturers using cutting-edge approaches toward sustainability.
- Erosion and sediment control, flood mitigation and storm water management projects.
- Significant diversion of waste materials from the solid waste stream (that result in their reuse), without harmful effects to the environment.
- A natural resource conservation project that demonstrates sustainable use of fish and wildlife resources.
- Activities that help to achieve a “fishable and swimmable” designation for water bodies.
- Projects that use advanced control techniques to reduce air pollution, greenhouse gas emissions or ozone depleting substances from mobile or stationary sources.
- Land conservation projects that protect water quality, natural resources, open spaces,

reduce greenhouse gas emissions and/or provide recreational benefits to the public.

- A project that improves stewardship of Cabarrus County's natural resources (e.g., forest land, water supplies, wildlife habitat, air resources, high-quality recreational lands) or protects or enhances scenic, historic or cultural resources.
- Wind, solar and biomass projects that promote the sustainable use of domestic energy resources and measurably reduce greenhouse gas emissions from existing sources or avoid emissions from new sources.
- A project promoting environmental stewardship or sustainability, that results in a significant environmental benefit or will positively contribute to a trained workforce advancing innovation and sustainability.

