



## **EU Green Leaf Award 2024** **Getting Started**

Dear City,

Thank you for registering your interest in the EU Green Leaf Award 2024! Please see below some 'hints and tips' to help you get started with your application.

### **1. Check your eligibility**

The eligibility criteria are outlined on the [EGLA website](#) and within the [Rules of Contest](#).

### **2. Identify and coordinate a project team**

It is important to establish at an early stage who will be working to complete your application. As such, when identifying the project team and project inputs, we recommend that you consider the following:

- Identify an appropriate staff member to take overall responsibility for document control, liaison with the Secretariat, coordination of the application inputs, managing progress and ensuring the application maintains a consistently high quality and a cohesive narrative. The coordinator should have an excellent understanding of the ECLA Application Form and Guidance Note. Ideally, they will have a good understanding of all Topic Areas, but they do not necessarily need to be an expert in all areas.
- Delegate each Topic Area to a relevant and experienced person/body within the project team or wider administration to ensure that clear lines of responsibility are established.
- Demonstrate an integrated approach by ensuring that each member of the team thoroughly understands the format and requirements of the ECLA Application Form and Guidance Note before they commence their response. Use these documents to think about its ideal structure and content. A concise and well formulated response will enable you to take full advantage of the word limit.
- Identify at an early stage if there is a requirement to engage with any external organisations/government departments to source data (e.g., water board, waste management company etc.).
- Organise a meeting/steering group with the city administration's expert(s) for each of the Topic Areas to ensure that the response to each section is carefully considered.
- Familiarise yourself with the [application portal](#), give yourself plenty of time to upload your application, and be aware of the file size limits set for different document types ahead of the deadline (10MB per file).

### **3. Read the guidance note**

The [EGLA Guidance Note](#) is vital to submitting a high-quality application. Anyone working to complete the ECLA application must have an excellent understanding of the requirements set out within it. Moreover, it contains key advice from the expert panel on what they require from each of the environmental Topic Areas and, together with the application form, what should form the basis of your response.



#### 4. Establish context

Use the introduction wisely, giving context to the city, providing an overall description and vision of the city, remit and support of municipality and relevant information which may have influenced your decision to apply to the competition.

#### 5. Know the limits

To ensure that you optimise your response:

- Applicants are required to fill out all sections of the application form. Applications which are not fully answered shall not be examined further. In the event that a question cannot be answered, reasons must be given in the corresponding section of the application form.
- Complete the 'word count check' at the end of the application form noting that word and graphic/image/table limits vary between sections. In all cases these limits must be adhered to. Text or graphics/images/tables above the specified limits will not be evaluated.
- Remember that the word count includes words within graphics/images/tables and the body of text. It does not include the original text of the application form or text included in compulsory benchmarking data tables. Text in captions and headings (titles) of graphics/images/tables is not included in the word count but must not exceed 20 words.
- Complete your response within the official ECLA application form which is available to download via the [registration portal](#). Different templates will not be accepted.

#### 6. Review the Online [Applicant City Workshop](#)

#### 7. Be creative

A picture paints a thousand words. Optimising the use of infographics is an excellent way to pass on the particular aspects of your application while minimising your word count.

#### 8. Complete a comprehensive review

- Appoint an appropriate person (perhaps the project coordinator) to review the completed application form in its entirety to ensure that a consistent narrative is used, that cross referencing is appropriately undertaken, and that word and graphic/image/table limits are adhered to.
- If you are submitting an application in English, and it is not your primary language, consider appointing a native English speaker to review the entire application and ensure it has a clear, concise narrative.

#### 9. Get in touch

Do not hesitate to ask questions! The Secretariat will endeavour to address any queries you may have about the application process, the application form and/or the guidance note. We will refer technical queries to the expert panel for clarification and get back to you at our earliest convenience. You can contact us by email at [info@europeanleaff.eu](mailto:info@europeanleaff.eu) or by phone +32 (0) 2 548 12 89.

Best of luck with your application and we look forward to our correspondence over the coming year!