

1. It is important to document concrete achievement. It will help you to assemble a team to complete the application. This team might include: a facilities manager, sustainability director, food services director, finance department representatives, faculty and students.
2. The entire ED-GRS submission packet includes the (1) [Nominee Presentation](#) Form for colleges and universities, and the (2) [Application Form](#) for colleges and universities, which includes the Summary Narrative and the ED-GRS Pillars Narrative sections. Your application must be submitted in this order, and must not exceed 20 pages.
3. The Summary Narrative should be what you would like to see appear in the final [Highlights Report](#) from ED-GRS. The narrative highlights an institution's work in all three pillars, and is your place to put your institution's best foot forward.
4. ED-GRS Pillars Narratives should provide details of the work and progress made in each pillar. Elements of each pillar should be addressed as applicable. Ensure all pillars are addressed equally.
5. Ensure the school principal and superintendent have read and understand the eligibility certifications in the [Nominee Presentation Form](#) for colleges and universities. Please print and complete the form. Once completed, scan and email the Nominee Presentation Form as a PDF as part of your application packet (see below).
6. Your full application packet ([Nominee Presentation Form](#) and [Application Form](#)) should be emailed to [environmentaleducation@la.gov](mailto:environmentaleducation@la.gov). Please use the following file name conventions with your submissions: School Name\_Form type.
  - a. Example A: University of Louisiana at Lafayette\_Application
  - b. Example B: Louisiana State University\_Nomination Form
7. **Applications are due on January 13, 2020 by 11:59 pm.** Email applications to [environmentaleducation@la.gov](mailto:environmentaleducation@la.gov).
8. As needed, consult the ED-GRS [Green Strides Resources](#) Page and [Webinar Series](#) for standards, programs and grants related to each Pillar, Element, and question. This is an excellent clearinghouse of information.