



# Application Instructions for the Texas Environmental Excellence Awards: Individual Category

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## OVERVIEW

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The following instructions are to help you complete an application for the Texas Environmental Excellence Award's **Individual category**. Before completing an application, go to <[TEEA.org](http://TEEA.org)> and click on the How to Apply button to see if we are currently accepting applications (generally, we accept them during the summer) and to obtain the current application.

The application for the Individual category is the same application for eight other award categories. If you need help completing an application for one of these eight other categories, please see these [application instructions](#).

If the application you are completing in the Individual category is for an environmental educator, you may also submit in the same year an application for the **Environmental Educator of the Year** award. If interested, please see the [instructions](#) and application for this award category (available [online](#) and in [Word](#)).

You may submit your application in the Individual category in one of two ways: using our [online form](#), or filling out and submitting an application in [Word](#). The Word version of the application contains an embedded macro that checks for spelling/grammatical errors; to use this macro, you must enable it when you open the document. When you are ready to submit, send it to [awards@tceq.texas.gov](mailto:awards@tceq.texas.gov).

## GENERAL INFORMATION

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### Company/Organization or Individual

When applying for the Individual category, enter the individual's name (the "applicant") and their mailing address. Next, enter a contact for this application [including phone number(s) and an email address] which should be the applicant or someone else who can help answer questions we might have during our review of the application.

### Details about Company/Organization

If the individual conducts their environmental initiatives through a company or organization (including cities and counties), enter its total number of employees/members. For companies/organizations that are a subsidiary, enter who they are a subsidiary to. For the [Customer Reference Number \(CN\)](#) and the [Regulated Entity Reference Number \(RN\)](#), you may leave these blank.



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**Details about the Environmental Project** (that is, the individual’s environmental efforts)

For the project name, enter a concise caption that explains the individual’s environmental efforts. Examples are:

- *Development of a cost-effective wastewater treatment system that significantly removes pollutants;*
- *Creating a resilient battery made of common, earth-friendly materials;*
- *Educating youth to reduce, reuse, and recycle;*
- *Lifetime achievements in reducing air and water pollution;*

**HELPFUL TIP: When you see the term “environmental project” or “project” in the application, read this as “individual’s environmental efforts” to help you decide what to write about for each of the questions.**

Next, enter the first year the individual’s environmental efforts started improving the environment; alternatively, you may enter the first year the individual began these efforts. If applicable, enter a physical address for where these efforts are taking place. If the individual’s efforts occur at multiple addresses, only enter the most important address for it.

Enter any web, YouTube, or Facebook addresses (URLs) that contain information about the individual or their efforts. If you have multiple addresses (such as multiple YouTube videos about the individual), enter those into the application.

### **Which Award Category Fits Best with This Project?**

Select the Individual category. This category is generally for individuals who initiate efforts aimed at making environmental improvements or educating people about environmental stewardship; or, for individuals known for their lifetime environmental achievements.



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## PROJECT INFORMATION

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When answering questions in this section, respond to each one without exceeding the word limit. If a question does not pertain to the individual or their efforts, explain why (instead of leaving the question blank).

### **1. In detail, describe the applicant and their project. What environmental improvements come from this project, and how does the project achieve the improvements? (600 words or less)**

Describe the individual and their environmental efforts. Here are some ideas for the details you could mention:

- Background information about the individual;
- What motivated the individual to get involved and/or choose these efforts;
- Purpose and goals of their efforts;
- Any event dates and locations;
- Number of people participating;
- The history of their environmental efforts;
- How their efforts address health and safety concerns for workers or the community;
- How their efforts address a high-priority environmental issue; and
- How their efforts make a significant contribution to improving the environment.

From this individual's efforts, list each of the environmental improvements and how it's achieved.

### **2. Explain how this project is innovative or creative in its use of technology, personnel, etc. (200 words or less)**

Provide information on how the individual's environmental efforts are innovative or creative, including an explanation for why it is innovative or creative. For ideas of what to mention, consider the following:

- Do they contribute new information on how to improve the environment?
- Do their achievements involve a new concept, process, or technology?
- Are they the first in Texas to accomplish an environmental goal?
- Do they demonstrate environmental leadership?



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**3. Describe how the project improves the environment and how you specifically measure or evaluate its success. Include specific outcomes recorded or observed so far (for example, gallons of water conserved, pounds of diverted waste or resources conserved, and year-to-year comparison). (300 words or less)**

Briefly describe how their efforts improve the environment, how this improvement is measured, and what results have been measured so far.

**4. Does the project, or any of its technology, serve as a model for others? In addition, how will this project impact future environmental quality? (200 words or less)**

List who else has, or could, replicate this individual's environmental efforts or use them as a model for their own efforts. If applicable, list those that the individual helped to establish similar efforts. Next, explain how the individual will impact future environmental quality, with sufficient support to justify your answer.

**5. Did this project have any educational, training, and outreach components? If so, please explain and provide the total number of people educated, trained, or reached. (200 words or less)**

For help answering this question, consider, among other things, the following:

- What did the individual do to promote public awareness or voluntary participation?
- Did the individual train any youth or employees?
- What resources did the individual create? Any "how to" guidelines, brochures, mail-outs, outreach materials, or other types of publications?

**6. Does this project involve the cooperation of different types of public, private, community, business, or citizen groups? If so, please explain the cooperative effort(s) and list all participating entities and their respective roles. (200 words or less)**

Who collaborated with or was instrumental in the success of this individual's environmental efforts? List each participating entity (local or state governments, industries, civic groups, schools, citizens, etc.), their role, and explain their efforts/contributions (the amount of time an entity volunteered, amount donated, etc.).

**7. Provide information on the project's cost, its cost-savings, and its cost-effectiveness. If possible, give specifics. (200 words or less)**

Provide the cost of the individual's environmental efforts, including any start-up costs and annual costs. If there are any cost-savings or cost-effectiveness values, provide these values. For example:

*John implemented an innovative process to reduce our company's generation of hazardous wastes. The annual cost for this process is about \$3,000 for labor and maintenance. The start-up cost was roughly \$25,000 for the equipment and training. Before we implemented this process, our disposal costs were about \$23,000 per year; now, it's about \$12,000 per year, an annual cost-savings of about \$11,000.*



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**8. Describe anything exceptional about the project (for example, is the project in response to anticipated future regulations, does it represent environmental leadership, or does it go above and beyond legal requirements?). (200 words or less)**

When answering this question, consider the following:

- How did the individual go above-and-beyond improving the environment?
- Are their efforts self-sustaining?
- Did they implement an effort that goes significantly beyond legal requirements?
- Does it address social needs like environmental equity?
- Does it help solve a serious environmental challenge?
- Does it result in a significant positive impact to the environment?
- Does it benefit a critical area or region (border area, nonattainment area, etc.)?

**9. Briefly describe the project's schedule or timetable, including the start date, end date, and the dates of any major milestones. Will this be an ongoing project, and what additional resources and/or activities would allow you to improve the project? (200 words or less)**

Provide a brief timeline when their efforts began and ended; include any important dates in-between. If an effort doesn't have an end date, briefly explain why. If the effort is ongoing, explain why. Next, mention what could be done to improve upon their success and what resources or activities are needed to do this.

**10. How did you hear about this year's Texas Environmental Excellence Awards? (15 words or less)**

### SUPPLEMENT (OPTIONAL)

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Please see the other [application instructions](#) for information on how to complete this optional supplement. **Please note:** You should provide data that includes only the individual's environmental efforts.

### CONTACT US

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If you have questions that are not covered in these instructions, please send them to [awards@tceq.texas.gov](mailto:awards@tceq.texas.gov), or call us at (512) 239-3143 and ask to speak to someone with the Texas Environmental Excellence Awards.