

# 2023 Groundbreaker Awards Submission Guide

Read on for submission tips and required information

## Tips for submitting nominees:

- Ensure you have read and understand the nomination criteria for each of the [award categories](#). Nominees that do not fit category criteria will be disqualified.
- Read through the required and optional fields listed below for the category you are interested in, then type up all information in a text document.
- Revise your answers for grammar, spelling, length, accuracy and completeness BEFORE pasting them into the 3-page [submission form](#).
- Descriptions over the max length will be truncated and once a form is submitted it cannot be edited. Do not submit multiple entries for one candidate in the same category.

## The nomination form:

Page 1 - Here you will select your nomination category and provide information about the nominator (you), including a name, organization, role, email, phone, and relationship to the nominee. Do not list someone else as the nominator unless given permission to do so.

Page 2 – Here you will enter information about your nominee. Continue reading for a full list of optional and required fields for each category. Required fields are marked **\*REQ\***.

Page 3 – Here you may upload images of the project, site, building, group or individual as well as provide additional information about the nominee.

## Category submission fields:

### *Sustainable New Development or Major Renovation*

- Project Info: Title, Address, Project Type **\*REQ\***
- Project Contact: Organization, name, email **\*REQ\***
- Project Team (Organization, contact person, email for each)
  - Architect/Designer **\*REQ\***
  - Contractor **\*REQ\***
  - Engineer
  - Owner
  - Additional Team Members
- One Sentence Description (max. 30 words) **\*REQ\***
- Full Project Description and Impact (max. 500 words) **\*REQ\***

### ***Sustainable Design & Planning***

- Project Info: Title, Location, Project Type **\*REQ\***
- Project Contact: Organization, name, email **\*REQ\***
- Project Team (Organization, contact person, email for each)
  - Architect/Designer **\*REQ\***
  - Contractor
  - Engineer
  - Owner
  - Additional Team Members
- One Sentence Description (max. 30 words) **\*REQ\***
- Full Project Description and Impact (max. 500 words) **\*REQ\***

### ***Equity and Community Leadership (Group OR Individual)***

- Name of Individual/Group/Organization **\*REQ\***
- One Sentence Equity & Community Leadership Description and Impact (max. 30 words) **\*REQ\***
- Full Equity and Community Leadership Description and Impact (max. 500 words) **\*REQ\***
- For Group/Organization submissions, you have the option to list individuals that have been particularly integral to the mission and the work over the last 12 months. You may describe their specific impact and input, up to 50 words per individual.

### ***Sustainable Building Operations***

- Building Info: Name/Title of building, Address, Building type **\*REQ\***
- Building Contact Person: Name, Org, Role, Email, Phone, Relationship to project **\*REQ\***
- Building Team
  - Building Manager
  - Building Owner
  - Additional operations staff
- One Sentence Building & Operations Description (max. 30 words) **\*REQ\***
- Full Building Operations Description and Impact (max. 500 words) **\*REQ\***

**Ready to submit a nominee? Do so [here](#).**