

**Carbon Literate Organisation (CLO)**

# Accreditation Application Form

|  |  |  |  |
| --- | --- | --- | --- |
| **About Your Organisation:** | | | |
| Organisation Name / Sub-Unit Name | [This text, exactly as you write it here, will be the text that is printed as the name on your CLO Award trophy and certificate, so please type carefully.] | | |
| Organisation Sector |  | | |
| Organisation Address / Location |  | | |
| Logo (JPG, ideally <1MB) | [By attaching and sending your logo you agree to The Carbon Literacy Project using it on their website and promotional material to showcase your organisation as engaging with The Carbon Literacy Project.] | | |
| Total Number of Organisational Employees/ Workers/ Participants |  | | |
| Organisational Website |  | | |
| Organisational Facebook/ Twitter |  | | |
| **Contact Information:** | | | |
| Primary Contact Name | [Primary contact for CLO related correspondence and CLO Awards invitation.] | Role/ Position(s) in Organisation |  |
| Primary Contact Email |  | Primary Contact Telephone Number |  |
| Secondary Contact Name | [Secondary contact to provide an additional point of contact in case the primary one is unreachable.] | Role/ Position(s) in Organisation |  |
| Secondary Contact Email |  | Secondary Contact Telephone Number |  |

|  |  |
| --- | --- |
| **CLO Awards:** | |
| Attendance in Person | [The CLO Awards ceremony will take place in Manchester, UK. Please indicate how likely a representative from your organisation is to attend the ceremony in person. The event will also be livestreamed for those unable to attend in person.]  Definitely attending   Maybe attending  Likely NOT attending   Definitely NOT attending |
| CLO Trophy | [Please let us know if your organisation does not wish to receive a trophy, so we will not order one for you.] |
| Delivery Address | [If your organisation is based outside of the UK and you are unlikely to attend the CLO Ceremony in person, we will send your trophy and/ or plaque to you. Please provide a delivery address and a name to address it to.] |
| Additional Information | [If your organisation name has more than 48 characters, please let us know how you would like your organisation name to be abbreviated on your trophy. Please provide any other information related to the CLO Awards.] |

|  |  |  |
| --- | --- | --- |
| **Level of Accreditation being applied for:** | | |
|  | Evidence for the level(s) of Accreditation being submitted on **this form**  (tick all that apply) | Level(s) of Accreditation achieved via **previous forms**  (tick all that apply) |
| Bronze |  |  |
| Silver |  |  |
| Gold |  |  |
| Platinum |  |  |

**Please note:** By skipping any sections of this form, you declare that you have previously fulfilled and continue to fulfil all the requirements of the CLO accreditation tiers below the level you are applying for. For example, if your organisational circumstances have changed, you might wish to apply for Silver but no longer meet the requirements for Bronze Accreditation. You must continue to meet the criteria for all levels below each level that you apply for, and this may require you to complete previous sections with updated information.

|  |  |  |  |
| --- | --- | --- | --- |
| **Acknowledgement**: | | | |
| I acknowledge that all information submitted as part of this application is true to the best of my knowledge.  I understand the information I submit here will only be used in connection with The Carbon Literacy Project, in order to both award and keep this certification or accreditation up to date, and keep me informed about enhancements to the project and this certification. My information will only be shared with third parties where necessary for processing or where we are required to do so by law. Note: Our Privacy Notice can be downloaded from [our website](https://www.carbonliteracy.com/documents/). | | | |
| Signature: |  | Date: |  |

**PAYMENT**

**Please note: Supplier setup needs to be for The Carbon Literacy Trust. Please email** [**accounts@carbonliteracy.com**](mailto:accounts@carbonliteracy.com) **for supplier account set-up details.**

**Payment of £ plus 20% VAT is provided via:** (complete and/or tick as appropriate):

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Bank Transfer (Y/N) |  | Purchase Order No: |  | Invoice (as agreed) (Y/N) |  |
| **Notes** (please provide if necessary): | | | | | |

CLO Bronze (2)

**EVIDENCE: BRONZE**

|  |  |  |
| --- | --- | --- |
| **Requirement** | **Your Evidence** | For Office Use |
| **Training** | | |
| 1. Have **registered a training initiative** with the Project. | [Please add the name and course ID number of your training initiative. There must be at least one certified staff member in addition to your Board Member / Organisational leader, please add the name and certificate number of an additional staff member who completed the training. Someone other than the senior-most member listed below.]  Course Title:  Course ID number:  Name of Additional Trained Staff:  CL Certificate Number: |  |
| 2. Have a **Board Member / Organisational Leader certified** as Carbon Literate. | [Please enter the Carbon Literate Board Member / Organisational Leader certification number, received following Carbon Literacy training. Certificate numbers can be found on the bottom right hand corner of the awarded certificate.]  Name:  Role / Position:  CL Certificate Number: |  |
| 1. 3. Have a **future plan for CL**. | [Please describe your organisation’s plans for Carbon Literacy going. For example, continuing CL rollout across the organisation; and taking part in initiatives such as the Carbon Literacy Action Day; plans for CLO upgrade.] |  |
| **Advocacy** | | |
| 4. **Submit a video reflection** from the Organisational Leader | [Please follow the video brief found in the CLO Pack and attach your video alongside this application. By sending your video you consent to its use on The Carbon Literacy Project website, on social media, and as a showcase at the CLO Awards ceremony.]  Video attached: Yes / No |  |
| **Impact** | | |
| 5. Put in place a system to **begin to record the impacts and outcomes** of your organisation's Carbon Literacy. | [Please outline how your organisation plans to record the impact of Carbon Literacy. Refer to the CLO Standard for suggestions. If needed, please attach as a separate document.] |  |
| **Notes**:  (Space for any additional information or explanation.) | | |

CLO Silver (1)

**EVIDENCE: SILVER**

|  |  |  |
| --- | --- | --- |
| **Requirement** | **Your Evidence** | For Office Use |
| **Training** | | |
| 1. Have met and evidenced each commitment for the **Bronze accreditation**. | [Please provide your CLO Certificate number and tell us when you received accreditation. If you are applying for the previous level as part of this application please state so.]  Number: Date (Bronze): |  |
| 2. Have a **substantial percentage of the workforce certified** as Carbon Literate.   |  |  | | --- | --- | | Your OrganisationalWorkforce: | Minimum % CL Workers: | | 1-9 | 50% | | 10-99 | 40% | | 100-999 | 30% | | 1,000-4,999 | 20% | | 5,000-9,999 | 15% | | >10,000 | 12.5% | | [Please enter the names and/or certificate numbers of all the members of your workforce who are Carbon Literate. Alternatively, please attach as a separate document.] |  |
| **Impact** | | |
| 3. Have **integrated Carbon Literacy into the performance management and assessment systems** of the organisation. | [Please explain and provide evidence where appropriate for your organisation’s commitment to Carbon Literacy and the actions being taken by your people as a consequence of their Carbon Literacy training in the organisational objectives and performance assessment systems. Evidence may be attached as separate documents.] |  |
| **Advocacy** | | |
| 4. Have demonstrated **visual promotion** of your organisation's Carbon Literacy. | [Please provide evidence of your organisation’s visible promotion of Carbon Literacy. Refer to the CLO Standard for guidance.] |  |
| 5. **Publication of a CL case study**. | [Please link your CLO case study or attach a document version if it has not yet been published. Please use the Case Study template found in the CLO Pack. These may be published on our CLO webpage so please only include information that can be publicly shared. Alternatively, please identify any information you do not wish to be shared. Please ensure our [Brand Guidelines](https://carbonliteracy.com/documents) are followed.] |  |
| **Notes**:  (Space for any additional information or explanation.) | | |

CLO Gold

**EVIDENCE: GOLD**

|  |  |  |
| --- | --- | --- |
| **Requirement** | **Your Evidence** | For Office Use |
| **Training** | | |
| 1. Have met and evidenced each commitment for the **Silver accreditation**. | [Please provide your CLO Certificate numbers and tell us when you received accreditation. If you are applying for the previous level as part of this application please state so.]  Number: Date (Bronze):  Number: Date (Silver): |  |
| 2. Have a **substantial portion of the workforce certified** as Carbon Literate.  The requirement is for **50% or more** of the workforce to be Carbon Literate, exact percentage is dependent on organisational size. Please refer to the CLO Standard. | [Please enter the names and/or certificate numbers of all the members of your workforce who are currently Carbon Literate. Alternatively, please attach as a separate document.] |  |
| **Please evidence a minimum of one action from each category – Impact, Advocacy and Research – making a total of three actions.** | | |
| **Impact** | | |
| a. Have directly **delivered CL training** to **another organisation**. | [Please evidence the learner names, certification numbers, and organisation for / to whom the training has been delivered.] |  |
| b. Have **worked in partnership with another CL organisation** to deliver to a third party organisation. | [Please provide basic information or evidence of collaboration with another organisation on CL, indicating its role in CL delivery.] |  |
| c. Have **developed (or supported the development) of a CL course for another organisation**. | [Please evidence the relevant Criteria Checker, including details of the intended audience(s) and your organisation’s involvement in the course development.] |  |
| d. Have contributed funding or partnered towards the development of a **new or existing** **sectoral Toolkit**. | [Please evidence your involvement in sectoral Toolkit development and / or funding.] |  |
| e. Evidence the completion of **5 significant actions initiated by the senior management team**. | [Please evidence the completion of 5 significant actions and your rationale and justification as to why these actions are significant for your organisation. You may use images, screenshots, links to documents etc.] |  |
| **Advocacy** | | |
| a. Demonstrate **active advocacy** for the CL Project. | [Please evidence the outward facing active advocacy your organisation has completed. Please refer to the CLO Standard for guidance.] |  |
| b. Incorporate CL into **procurement frameworks and contracts.** | [Please evidence how CL has been incorporated into procurement frameworks and contracts.] |  |
| c. Become a **Formal Sponsor** of the CL Trust via the **Partner Scheme**. | [Please state which tear of the Partner Scheme your organisation is. You must be a Silver Partner or above to meet this criterion.] |  |
| **Research** | | |
| a. Have developed and contributed to the CL evidence base through a detailed quantitative **cost / benefit analysis** for your organisation. | [Please attach your organisation’s cost / benefit analysis.] |  |
| b. Have completed a **research collaboration** formeasuring the impact of Carbon Literacy training. | [Please attach your collaborative research on the long-term impact of Carbon Literacy.] |  |
| c. Have completed a **community needs assessment**. | [Please attach your chose community report, evaluating their needs and capacity for CL. Include any further information on how your organisation could support the chose community organisation/s.] |  |
| **Notes**:  (Space for any additional information or explanation.) | | |



**EVIDENCE: PLATINUM**

|  |  |  |
| --- | --- | --- |
| **Requirement** | **Your Evidence** | For Office Use |
| **Training** | | |
| 1. Have met and evidenced each commitment for the **Silver accreditation**. | [Please provide your CLO Certificate numbers and tell us when you received accreditation. If you are applying for the previous level as part of this application please state so.]  Number: Date (Bronze):  Number: Date (Silver):    Number: Date (Gold): |  |
| 2. Have \***70%+ of the workforce certified** as Carbon Literate.  The requirement is for **70% or more** of the workforce to be Carbon Literate, exact percentage is dependent on organisational size. Please refer to the CLO Standard. | [Please enter the names and/or certificate numbers of all the members of your workforce who are currently Carbon Literate. Alternatively, please attach as a separate document.] |  |
| **Please evidence three new actions from the list to make a total of 6 actions including Gold actions.** [Any three additional actions can be chosen from any of the categories.] | | |
| **Impact** | | |
| a. Have directly **delivered CL training** to **another organisation**. | [Please evidence the learner names, certification numbers, and organisation for / to whom the training has been delivered.] |  |
| b. Have **worked in partnership with another CL organisation** to deliver to a third party organisation. | [Please provide basic information or evidence of collaboration with another organisation on CL, indicating its role in CL delivery.] |  |
| c. Have **developed (or supported the development) of a CL course for another organisation**. | [Please evidence the relevant Criteria Checker, including details of the intended audience(s) and your organisation’s involvement in the course development.] |  |
| d. Have contributed funding or partnered towards the development of a **new or existing** **sectoral Toolkit**. | [Please evidence your involvement in sectoral Toolkit development and / or funding.] |  |
| e. Evidence the completion of **5 significant actions initiated by the senior management team**. | [Please evidence the completion of 5 significant and justification as to why these actions are significant for your organisation. You may use images, screenshots, links to documents etc.] |  |
| **Advocacy** | | |
| a. Demonstrate **active advocacy** for the CL Project. | [Please evidence the outward facing active advocacy your organisation has completed. Please refer to the CLO Standard for guidance.] |  |
| b. Incorporate CL into **procurement frameworks and contracts.** | [Please evidence how CL has been incorporated into procurement frameworks and contracts.] |  |
| c. Become a **Formal Sponsor** of the CL Trust via the **Partner Scheme**. | [Please state which tear of the Partner Scheme your organisation is. You must be a Silver Partner or above to meet this criterion.] |  |
| **Research** | | |
| a. Have developed and contributed to the CL evidence base through a detailed quantitative **cost / benefit analysis** for your organisation. | [Please attach your organisation’s cost / benefit analysis.] |  |
| b. Have completed a **research collaboration** formeasuring the impact of Carbon Literacy training. | [Please attach your collaborative research on the long-term impact of Carbon Literacy.] |  |
| c. Have completed a **community needs assessment**. | [Please attach your chose community report, evaluating their needs and capacity for CL. Include any further information on how your organisation could support the chose community organisation/s.] |  |
| **Notes**:  (Space for any additional information or explanation.) | | |

**EVIDENCE: Renewal**

|  |  |  |
| --- | --- | --- |
| **Requirement** | **Your Evidence** | For Office Use |
| 1. Your previous CLO accreditation/s | [Please give us your existing CLO Certificate number/s and tell us when you received accreditation. Fill in only the accreditation level you have been awarded.]  Number: Date (Bronze):  Number: Date (Silver):    Number: Date (Gold):  Number: Date (Platinum): |  |
| 2. Update of your Silver case study | [If you are renewing your existing CLO accreditation at Silver or above, please update your case study where appropriate with any relevant information since your last accreditation.]  Case study updated: Yes / No / NA |  |
| 3. Update your CLO application. | [Please ensure that your CLO application has been updated with any changes so The Project can assess whether your organisation still meet all of the criteria. Please highlight any changes / additions made.]  CLO application updated: Yes / No |  |
| 4. CL activities. | [Please provide information on your organisation’s Carbon Literacy program and activities since your last CLO accreditation.] |  |
| **Notes**:  (Space for any additional information or explanation.) | | |

|  |  |
| --- | --- |
| INTERNAL USE ONLY | |
| Notes: |  |