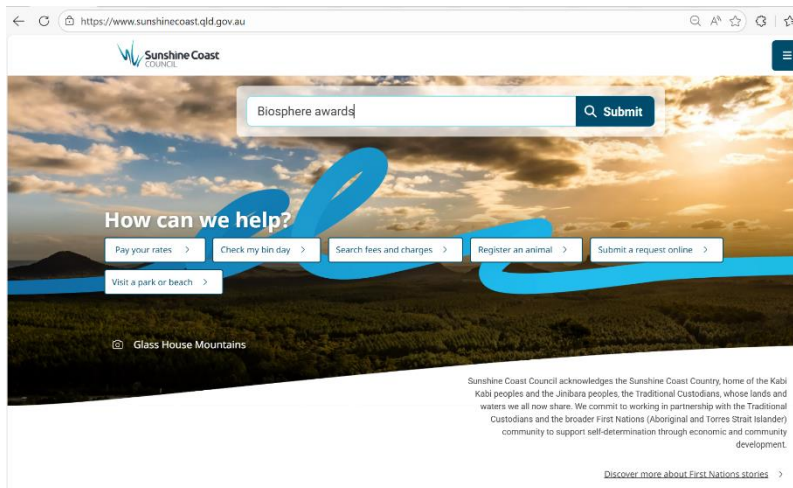


## How to enter the Sunshine Coast Biosphere Awards

If someone has nominated you, it's important **that you complete the entry form yourself or a representative from the organisation** for the nomination to be complete and accepted.

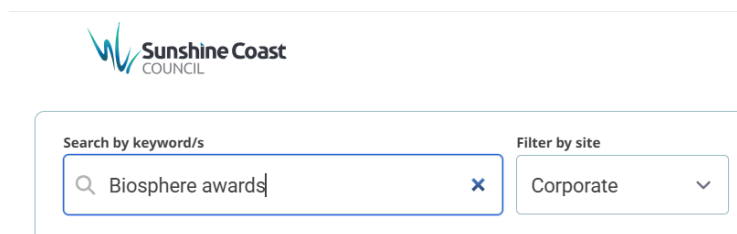
This is your opportunity to **tell your story in your own words** and highlight your achievements.

1. Log into the Sunshine Coast Council webpage at <https://www.sunshinecoast.qld.gov.au/>



2. Click on the tile marked Sunshine Coast Biosphere Awards under 'This week's highlights' or type Biosphere awards in the search bar

### This week's highlights



3. The Sunshine Coast Biosphere Awards page will open up



- 4.

5. Scroll to **How to enter** and click on the Self nominate down arrow marked Enter yourself (or your group) by selecting an award category:

## How to enter

### Self-nominate

▼ Enter yourself (or your group) by selecting an award category:

### Encourage someone to enter

▼ Nominate someone

6. When you click on the down arrow the box comes up with all the award categories. Select the award category that best fits your work or organisation.

You can enter multiple categories, just remember that each category requires a separate entry form to be submitted.

All the categories have the same entry format.

## Self-nominate

> Enter yourself (or your group) by selecting an award category:

- [Biosphere Ambassador](#), sponsored by Channel 7
- [Rising Biosphere Star](#), sponsored by 92.7 Mix FM SeaFM
- [Community Connection](#), sponsored by My Weekly Preview and Sunshine Coast News
- [Healthy Planet](#), sponsored by Australia Zoo
- [Biosphere Business Leadership](#), sponsored by Unitywater
- [Knowledge Innovator](#), sponsored by UniSC

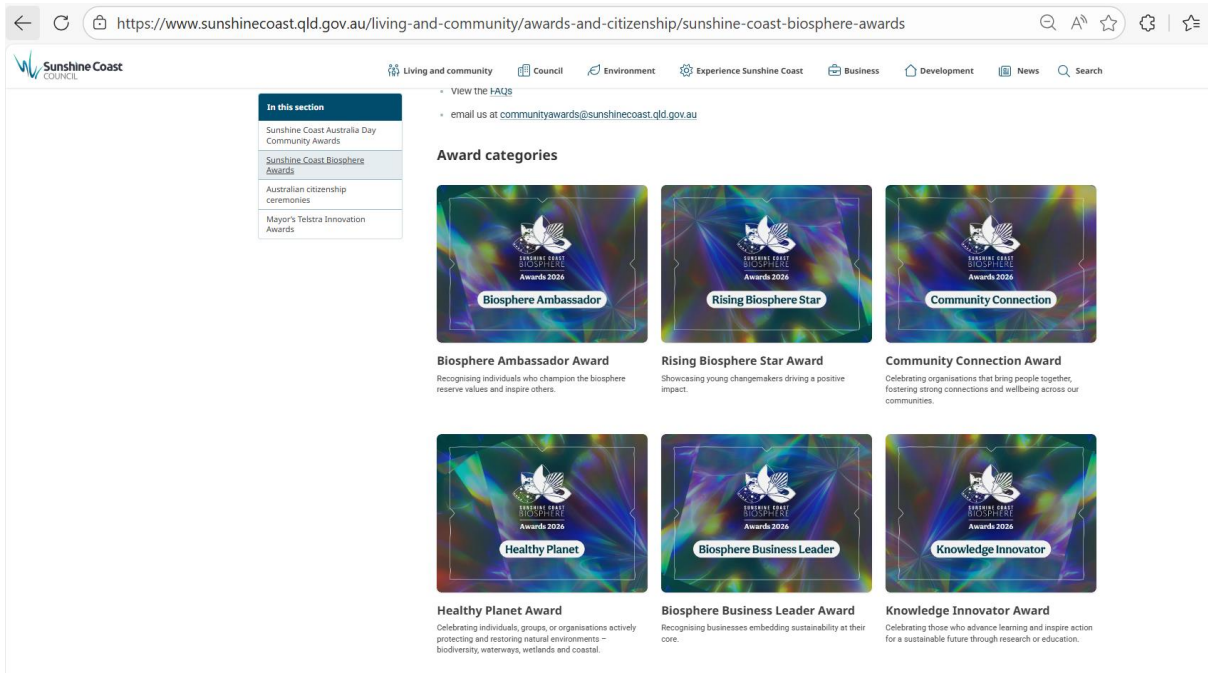
The entry must be completed by the nominee themselves or by an authorised representative of the organisation for the entry to be accepted.

This is your opportunity to tell your story in your own words and highlight your achievements.

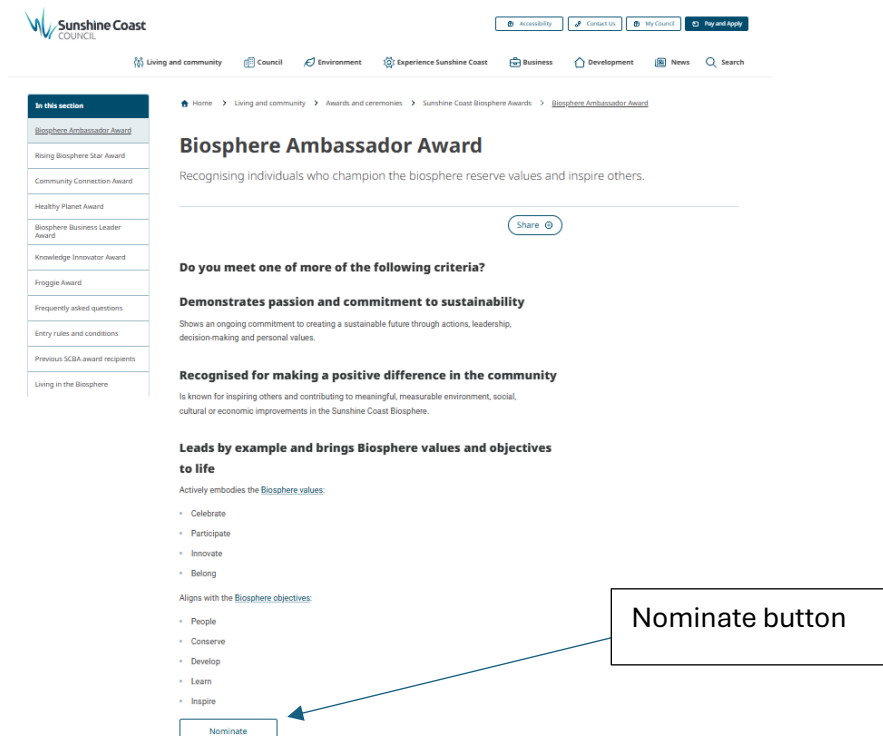
7. Click the '**category**' you want to enter
  - Biosphere Ambassador

- Rising Biosphere Star
- Community Connection
- Healthy Planet
- Biosphere Business Leadership
- Knowledge Innovator

8. Alternatively, you can select from the tiles under Award categories by scrolling down the page.



9. Once the category is selected it will open to that category page. Using Biosphere Ambassador Award as an example. Read the criteria to check it is right for you and click 'nominate' and the entry form will open.



## Entry form:

Before you start have your responses ready as there is no save function for a partially completed form. We suggest that you write your entry responses offline in a separate document and then copy and paste your answers into the form, so you can complete all fields in the one session.

Remember you must complete all fields on the entry form marked with a red asterisk and submit for it to be considered.

## Let's start

10. **Nominee details:** Complete the first part of the form with your contact details. Ensure your name, organisation, and contact information are accurate, as this is how we'll communicate with you throughout the process.

**Sunshine Coast Biosphere Awards 2026**  
**Entry Form: Biosphere Ambassador**

Biosphere ambassador recognises individuals who champion biosphere reserve values and inspire others.

Please refer to website for entry details, rules and conditions, and details on criteria.

Nominee criteria:

- Demonstrates passion and commitment to sustainability.
- Recognised for making a positive difference in the community.
- Leads by example and brings Biosphere values and objectives to life.

Please complete all required fields.

**Nominee Details**

Please fill out your details in the below fields.

Full Name \*

Organisation (if applicable)

Role/Title

Primary Address \*  
Suburb/Town/Postcode

Email \*

Phone \*

11. **Entry Responses:** This is the main section of the form where you need to respond to **three questions** that relate to the award category criteria.

These responses are what the judges assess, and all three questions with an asterisk must be completed.

Note word limit and dot points are acceptable.

For the impact provide clear results or examples. You can share links such as a website or testimonial videos or you can upload supporting documents which will be explained later under File upload.

The questions focus on **positive change, impact, and influence.**

## Entry Responses

These entry responses are used for judging. Please write to the word count and guidelines listed under each question.

### Tell us what actions you have taken to make a positive change in your community. \*

Word limit: 200 words | Weighting 50%

Guidelines:

- Describe a specific project, campaign, or initiative that you led or contributed to in the past 12 months
- Explain what you did (key actions and activities)
- Identify who was involved (partners, volunteers, community groups)

### What impact have your actions had on the community? \*

Word limit: 150 words | Weighting 30%

Guidelines:

- Show measurable outcomes (e.g., number of people engaged, awareness raised, areas restored, jobs created).
- Include qualitative impact (community pride, cultural connection, improved wellbeing).
- Supporting evidence can be provided (e.g. images, videos, social media links, testimonials) using the Upload section at the bottom of this form.

### How have you inspired others to lead by example? \*

Word limit: 100 words | Weighting 20%

Guidelines:

- Share examples of leadership and advocacy (e.g. mentoring, public speaking, initiating collaborations).
- Explain how your actions encouraged participation or sparked new ideas.
- Highlight influence beyond your immediate circle (e.g. community groups, networks).

**12. Biosphere values and objectives:** This section is optional, however you are invited to identify which biosphere values and biosphere objectives reflect your project, initiative, or organisation. Tick ones that apply.

## Biosphere values and objectives

### Which Sunshine Coast Biosphere values does this project or initiative reflect?

Select all that apply.

- Celebrate - we celebrate people and nature
- Participate - we encourage everyone to get involved
- Innovate - we find new and better ways every day
- Belong - we are part of something bigger

### Which UNESCO Biosphere Reserve objectives does this project or initiative align with?

Select all that apply.

- Conservation - protecting and enhancing our natural environment
- Development - building a diverse and resilient economy
- Learn and inspire - driving creativity, research and learning
- People - a community that fosters sustainable living and stewardship

13. **Referees:** All award entries are required to include at least one referee who can support or confirm the examples, actions or impact described in your entry.

### Referees

Provide at least one referee to support your nomination.

Referee 1: Name \*

Referee 1: Role

Referee 1: Email/phone number \*

14. **File upload:** In this section, we encourage you to upload an image of yourself, or a logo if you're representing an organisation.


If you want to provide any additional information to support your entry, upload it here in the File upload section. Please combine the information into one document with a maximum of 10 pages.

#### File upload

Upload supporting documentation (OPTIONAL). This could include newspaper articles, biographies, references, etc.

NOTE: This is only to support your nomination - please make sure your text submission includes all key information.

Please limit to a MAXIMUM of ten (10) pages and combine into ONE document if possible.



**Drop your files here**  
[Browse](#)

15. **Consent and Declaration:** this is the last required step before submitting an entry. Read the four statements and tick to confirm you have met them.

#### Consent and Declaration

- I accept the entry rules and conditions. \*
- I consent to my name, project title, and a short summary being used for award communications if selected. \*
- If uploading images, I have permission from identifiable individuals in the images and agree to their use for award communications. \*
- I confirm the information provided is true and accurate to the best of my knowledge. \*

#### Privacy Notice

Your information is collected for the purpose of administering the Sunshine Coast Biosphere Awards and will be managed in accordance with Sunshine Coast Council's [Information Privacy Policy](#). See further rules and conditions.

#### Accessibility & support

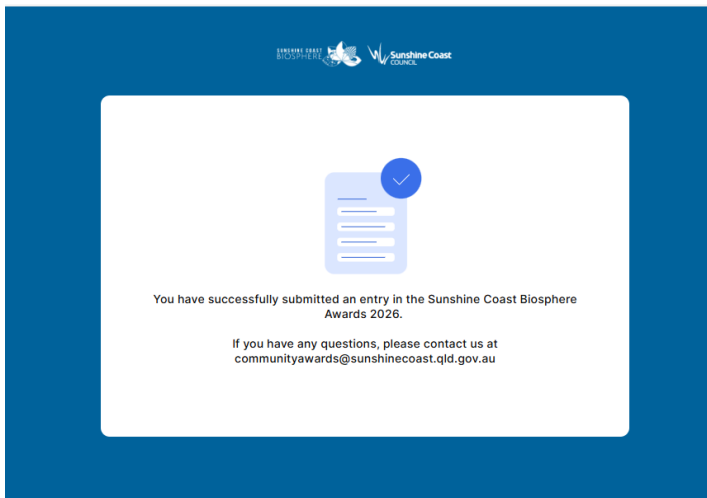
Please tell us any accessibility or support needs for the nomination process or ceremony. Email [biosphere@sunshinecoast.qld.gov.au](mailto:biosphere@sunshinecoast.qld.gov.au)

16. **Submit:** If you would like a copy of your entry responses, click ‘Send me a copy of my responses’ and type in your email address. Then click ‘submit’ to complete your entry.

Send me a copy of my responses

Submit

17. After you click ‘submit’ you should receive an automatic email thanking you for the entry.



18. If you have any questions not covered in the [rules and conditions](#) or [FAQs](#), or if you require assistance with an entry, email us at [communityawards@sunshinecoast.qld.gov.au](mailto:communityawards@sunshinecoast.qld.gov.au)