

2017 ENERGY STAR® Awards General Instructions

The simple
choice for
energy
efficiency.



What you need to submit online

- Your MESA account information (see below under “How to submit your application”)
- A 300-word executive summary highlighting the main elements of your application. If you earn an award, this is the section we use for our script, the event slideshow, and for the online *Profiles in Leadership*.
- Please enter the name of your company exactly as you would want it to appear on your crystal and all other communications materials about the awards. We also require the name and title of your organization’s CEO/President.
- An electronic copy of your narrative in Word or PDF. (Applicants are strongly encouraged to submit all materials in PDF to avoid file formatting issues.)
- *Retailer and Energy Management partners only:* See special instructions in your respective Retailer and Energy Management applications.
- *Window, Door and Skylight Manufacturers only:* See Additional Guidance document.
- *Guidance on Supplemental Materials*
 - Optional supplemental materials such as photos, pamphlets, copies of advertisements, videos, audio files, etc. can be uploaded with your application. Most text, image, and video formats are accepted and each file must be less than 12 MB. File names must be no longer than 15 characters and contain no spaces or special characters.
 - If you have many print files, please consolidate them into one or two PDF files.
 - Heavy traffic and high upload volumes on the last day before the application deadline can cause the website to become slow. If you plan to submit more than six supplemental files, or one or more files that are larger than six MB, please upload your application well in advance of the deadline.
 - We generally select about eight two-minute or shorter videos for viewing at the ceremony. The videos should be promotional/commercial in nature, showcasing your ENERGY STAR partnership.
- If you experience problems uploading your application, please notify EPA as soon as possible **before the application deadline by emailing awards@energystar.gov**.

When you need to submit your application

1. **By Monday, October 17, 2016: notify EPA of your intent to apply.**
Please use your MESA account to complete this simple action, and help EPA improve the timeliness of our process. There is no penalty if you choose not to apply after notifying us of your intent; nor will you be penalized if you choose to apply after October 17 but before December 7.
2. **By Wednesday, December 7, 2016 at 8:00 pm, EST: submit your application online.**
A complete electronic application must be uploaded by 8:00 pm, EST on Wednesday, December 7, 2016.
We will not accept any applications or materials uploaded after this date.
3. **By Wednesday, April 12: register for the 2017 ENERGY STAR Awards Ceremony.**
Online registration will close two weeks prior to the event on Wednesday April 12. Early registration prior to this date helps with ceremony planning, so please register as early as possible.

How to submit your application

- All Partner applications must be electronically submitted through your “My ENERGY STAR Account” (www.energystar.gov/mesa). The electronic system will be available on **Monday, August 15, 2016**. If you do not have a MESA account, please contact us to have one created for you. **We will only accept applications submitted via this online system.**

What to expect after you submit

- **Confirmation of Receipt:** You will get an e-mail within 48 hours confirming receipt of materials. It will be sent to the Primary and Communications contacts in the award application. If you do not receive confirmation within this timeframe, email awards@energystar.gov immediately.
- **Notification:** You will be notified no later than **Friday, February 17, 2017** about the status of your application.

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Additional information

- The ENERGY STAR Awards Meeting will be held on **Wednesday, April 26, 2017** in Washington, DC.
- We encourage all ENERGY STAR partners to apply for the prestigious Partner of the Year Awards. Applicants for Partner of the Year that do not meet the threshold criteria for Partner of the Year will be automatically considered for Excellence Awards.
- The Sustained Excellence Award, our highest honor (and different than Excellence Awards), recognizes organizations that have won Partner of the Year for several years and that continue to surpass the achievements of the previous year. There is no separate application for Sustained Excellence. The evaluation committee makes this determination.
- The other forms of recognition available to partners and other organizations that work with ENERGY STAR are the Home Performance with ENERGY STAR Contractor of the Year Award, the Excellence Award for Data Innovation, and the Excellence Award for ENERGY STAR Promotions.
- The Climate Communicator Award may be bestowed upon a very limited number of ENERGY STAR partners who include in their applications evidence of strong communications campaigns demonstrating the link between energy efficiency and protecting the climate.
- Organizations seeking recognition for activities that fall under more than one award category (i.e., Partner of the Year and Excellence in ENERGY STAR Promotion) are strongly encouraged to submit one application that responds to the criteria of both categories. To aid in the review and scoring of your submission, it is important that your single application be fully responsive to the criteria set forth in each category.
- Where applicable, quantify your activities and the results (e.g., percent improvement, growth in ENERGY STAR market share, number of media impressions for outreach efforts, and include electronic copies of documentation that support claims made (e.g., photos of promotional materials, samples of advertisements with the ENERGY STAR mark, copies of training materials used, etc.).
- Applicants should ensure that any supplemental material they submit demonstrates proper ENERGY STAR logo use according to the *ENERGY STAR Brand Book* (see: www.energystar.gov/brandbook). Any instances of logo violations will strongly impact the review of the application.
- Organizations that are under contract with the EPA are not eligible to receive an award. They may however be involved in preparing applications on behalf of clients that partner with ENERGY STAR.
- **Each applicant will be screened for any civil and criminal environmental actions.** Results of this screening will be factored into the winner selection process.

ENERGY STAR[®] is the simple choice for energy efficiency. For more than 20 years, EPA's ENERGY STAR program has been America's resource for saving energy and protecting the environment. Join the millions making a difference at energystar.gov.