Botanic Gardens
AUSTRALIA & NEW ZEALAND

How to Apply for the BGANZ Industry Awards

The BGANZ Industry Awards celebrate excellence, innovation, and impact across the botanic gardens sector in Australia and New Zealand. To give your application the best chance of success, please follow these guidelines carefully.

Timeline for Awards

Entries Open: 18 August 2025

Entries Close: 10 October 2025

Judging: 11 October – 25 October 2025

Winners Announced: 4 November 2025 at BGANZ Congress Dinner in Canberra

1. Read the Category Criteria

- Review the criteria for your chosen award category in detail.
- Judges request that you **answer all criteria** wherever possible — even if briefly — to give a complete picture of your project or initiative.
- If a criterion is not applicable, explain why rather than leaving it blank.

2. Check Your Eligibility

To be eligible, your application must meet the following:

- **Membership** – Applicant must be a fully financial Institutional Member of BGANZ as of 10 October 2025.
- **Number of entries** – A maximum of **three (3) applications per organisation** for any one category will be accepted.
- **Project time frame** – Projects must have been delivered or completed within the last **two (2) years**.
- **Supporting media** – Applications must be accompanied by images and/or videos:
    - Maximum of **10 images** (JPEG or PNG, up to 2MB each).
    - Optional videos up to **2 minutes** (MP4, max 50MB each) or provide a link to hosted content.

3. Prepare Your Application

We recommend:

- **Use clear, concise language** — avoid jargon or acronyms unless explained.
- **Provide evidence** — include measurable outcomes, data, testimonials, or examples to support your claims.
- **Demonstrate innovation** — highlight what's new, unique, or a first in the sector.
- **Show the partnership angle** (if applicable) — detail the benefits to each partner as well as the project's broader impact.
- **Include images and captions** — ensure they illustrate key points in your submission and are high enough quality for publication.

4. Submission Process

- Download and complete the application form(s) available on the BGANZ website and email **with supporting media attached** to secretariat@bganz.org.au.
- Late or incomplete applications may not be accepted.

5. Judging Process

- Judges reserve the right to contact applicants for clarification or additional information.
- An interview may be requested as part of the judging process.
- Judges' decisions are final and no correspondence will be entered into after results are announced.
- To maintain the integrity of the awards, judges reserve the right not to present a category where applications do not reflect industry standards.

6. Point of Contact

If you have questions about the application process or criteria, please contact:
Cassandra Nichols
Email: ceo@bganz.org.au