**Students’ Union**

**Sustainability Fund**

**2020/2021 Application**

**Project Name:**

**Main Contact Name:**

**Main Contact Email:**

**Date Submitted:**

**Application checklist**

Applications are accepted **Sept. 15, 2020 to** **Feb. 15, 2021 at 4:00 pm**. Please ensure your application is complete:

[ ]  Have you read and followed the [Application Guidelines & Tips](https://www.su.ucalgary.ca/programs-services/funding-awards/sustainability-fund/)?

[ ]  Are all sections of this application completed?

[ ]  Is your detailed budget outline included (or attached)?

[ ]  Is all relevant background information (i.e., letters of support, architectural plans, etc.) attached?

[ ]  Has the application been signed?

[ ]  Have you prepared one electronic copy (typed in MS Word and emailed to jjamorga@ucalgary.ca) and one printed and signed copy for submission (delivered to MSC 251)? Please do not submit PDFs or scanned copies of your application.

**background information**

**Have you previously applied to any of the SU’s Quality Money, CIF, or Sustainability Fund programs?**

[ ]  Yes [ ]  No

**If yes, were you successful in receiving SU Quality Money, CIF, or Sustainability Funding?**

[ ]  Yes [ ]  No [ ]  Not Applicable

**If yes, please indicate the name of your project and the year you received funds:**

**Have you completed all your reporting requirements for previous project(s)?**

[ ]  Yes [ ]  No [ ]  Unsure

**Contact information**

Please provide details for the main contact for this project (the Applicant):

**Full Name:**

**Title / Position:**

**Phone Number:**

**Email:**

**Mailing address:**

**Are you currently a UCalgary:** [ ]  Student [ ]  Staff [ ]  Faculty [ ]  Other (please explain)

Please provide contact information for an alternate person who can answer questions in your absence:

**Full Name:**

**Title / Position:**

**Phone Number:**

**Email:**

**Project Information**

**Project Name:**

**Project Start Date:**

**Project End Date:**

**Total Funding Request (in CAD $):**

**Sustainability Fund Pillars**

Please indicate which sub-category or categories of the Sustainability Fund Pillars your project falls under. Refer to the [Application Guide](https://www.su.ucalgary.ca/programs-services/funding-awards/sustainability-fund/) for pillar descriptions:

**Quality of Education**

[ ]  Awareness Campaigns

**Quality of Student Life**

[ ]  Programming

**Affordability and Accessibility**

[ ]  Capital Expense Investment

[ ]  Evaluation

*Note: All projects must align with* ***at least*** *one Funding Pillar to be eligible. All sub-categories are given equal weight.*

**Project Objectives**

1. **Identify the issue or challenge that your project is addressing. Why is there a need on campus for this project?**
2. **Summarize the major deliverables (i.e. – the main goals and action items) of your project. Why are specific items required in your budget to help you achieve these deliverables?**
3. **Clearly explain why you feel your project aligns with one or more of the Sustainability Fund Pillars.**

**Timeline**

1. **Specify the timeline for each of your deliverables, including details and explaining any overlap. Also, note if your project can be completed within a short time frame (i.e. – less than 1 year) or if you will be splitting the project into phases (i.e. – one portion of the work can’t start without previous work being completed).**

**Staff and Resources**

1. **Indicate what, if any, pre-planning or work on this project has already commenced. What other funding, resources, staff or approvals will you require for this project to begin?**
2. **Who is responsible for the execution of your project? Indicate the staff, volunteers, external groups or organizations, etc. who will need to be involved for the success of this project.**
3. **Are other sources of funding being considered? Explain why the SU Sustainability Fund is the right fit for this project. If your proposal is for a long-term program or project, please explain how you will ensure its continuation once this funding has been exhausted.**

**Communication**

1. **Identify all activities you will undertake to communicate to the community about this project and acknowledge the funding from the SU Sustainability Fund program.**

**Outcomes**

1. **How will the campus community see or feel the impact of your project? What plans do you have in place to qualitatively and/or quantitatively measure this impact?**

**Budget**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Line** | **Item** | **Description / Justification** | **Qty.** | **Unit Cost / Rate** | **Total** |
| 1 |  |  |  |  |  |
| 2 |  |  |  |  |  |
| 3 |  |  |  |  |  |
| 4 |  |  |  |  |  |
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| 13 |  |  |  |  |  |
| 14 |  |  |  |  |  |
| 15 |  |  |  |  |  |
| **Grand Total** |  |

1. **Complete the following budget outline in Canadian Dollars. Include all relevant details such as advertising costs, salary, honoraria, cost of supplies, etc. Remember that Sustainability Fund projects do not qualify for partnership requests for space in MacEwan Student Centre. If you plan to use space, you must include the full cost of any room rentals in your budget.**

**Supporting Documents**

1. **List any additional documents that you are attaching to your application to support your request. These can include photographs, architectural drawings, construction estimate sheets, or letters of support from students, faculty, or staff. *Support from UCalgary Facilities Development or the UCalgary Vice President Finance & Services is required for construction or technology-related projects respectively.***

**Signatures**

By signing below, applicants indicate that they agree to the expectations of funding recipients and acknowledge that the information provided in this application is true and accurate.

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 Signature of Applicant Date

All approved projects must have a *Project Holder*. This individual **must** be a senior UCalgary or SU staff member who is authorized to approve the implementation of your project. Obtain a signature below from the person who will act as *Project Holder* should your project be approved for funding (this can be changed later). Please also provide them with a copy of this completed application for their reference.

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 Name of Staff Member Title

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 Signature of Support Date