**Students’ Union**

**Sustainability Fund**

**2022/2023 Application**

**Project Name:**

**Main Contact Name:**

**Main Contact Email:**

**Date Submitted:**

**Application checklist**

Applications are accepted **Sept. 15, 2022 to** **Feb. 15, 2023 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 michael.hedgecock@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 or Sustainability Fund programs?**

[ ]  Yes [ ]  No

**If yes, were you successful in receiving SU Quality Money 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 $):**

**Institutional sustainability strategy guiding principles**

The University has implemented an [*Institutional Sustainability Strategy*](https://www.ucalgary.ca/live-uc-ucalgary-site/sites/default/files/teams/138/inst_sustainability_strategy_final.pdf.pdf), which includes several [guiding principles](https://www.ucalgary.ca/live-uc-ucalgary-site/sites/default/files/teams/138/inst_sustainability_strategy_final.pdf.pdf#page=17), goals and strategies to improve our campus’ sustainability. The Students’ Union strives to support and work alongside the university on sustainability initiatives, as set out in the SU’s [*Sustainability Policy*](https://www.su.ucalgary.ca/wp-content/uploads/2018/07/Sustainability-Policy-July-2018.pdf). Please indicate which of the following guiding principle(s) your project seeks to emphasize on our campus.

[ ]  Social Responsibility

“Pressing societal challenges and the well-being of local and global communities depend on research and services in higher learning.”

[ ]  Engagement

“Diverse and meaningful connections across academic departments and disciplines, the student body, operational units, and communities are foundational to creating an engaged community and to effective solution generation.”

[ ]  Experiential Learning

“Applied-practice and project-based learning are foundational to developing core competencies for sustainability leadership, integrating knowledge domains and understanding the importance of place-based solutions.”

[ ]  Capacity Building

“Building the capacity of our students — across all disciplines — will transform local and global capacity for leadership in sustainability. Strengthening the capacity of our faculty and staff for leadership in sustainability will transform our student experience.”

[ ]  Diversity

“Sustainability is dependent upon understanding and embracing cultural and biological diversity, an appreciation of the magic and wonder of life on Earth, and respect for intergenerational equity.”

[ ]  Entrepreneurialism

“Sustainability presents grand challenges that require bold action, innovative problem solving and tenaciousness in the face of increasingly complex and interwoven societal and planetary challenges.”

*Note: All projects must align with* ***at least******one*** *Guiding Principle to be eligible. All Principles are given equal weight.*

**SustainabLE Development Goals**

The SU strives to draw upon best practices in sustainability, per the SU’s [*Sustainability Policy*](https://www.su.ucalgary.ca/wp-content/uploads/2018/07/Sustainability-Policy-July-2018.pdf). The United Nations has created 17 goals for sustainable development. Please indicate which of the [UN Sustainable Development Goals (SDGs)](https://sdgs.un.org/goals) your project works towards. **Your project should touch on at least two SDGs.**

For more information about each goal, please visit the [United Nations’ Sustainable Development Goals website](https://sdgs.un.org/goals): <https://sdgs.un.org/goals>

[ ]  No Poverty

[ ]  Zero Hunger

[ ]  Good Health and Well-being

[ ]  Quality Education

[ ]  Gender Equality

[ ]  Clean Water and Sanitation

[ ]  Affordable and Clean Energy

[ ]  Decent Work and Economic Growth

[ ]  Industry, Innovation & Infrastructure

[ ]  Reduced Inequalities

[ ]  Sustainable Cities and Communities

[ ]  Responsible Consumption and Production

[ ]  Climate Action

[ ]  Life Below Water

[ ]  Life on Land

[ ]  Peace, Justice and Strong Institutions

[ ]  Partnerships for the Goals

*Note: All projects must align with* ***at least******two*** *Sustainable Development Goals to be eligible. All Principles 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. **Clearly explain why you feel your project aligns with one or more Institutional Sustainability Strategy guiding principle(s) selected above.**
3. **Clearly explain why you feel your project aligns with the two or more UN Sustainable Development Goal(s) selected above.**
4. **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?**

**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**

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| **Line** | **Item** | **Description / Justification** | **Qty.** | **Unit Cost / Rate** | **Total** |
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| **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.***

**A letter of support from the *University of Calgary Office of Sustainability* is not required but is considered an asset to applications to the Sustainability Fund.**

**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