

UNBC Green Travel Grant Description

Purpose

The Green Travel Grants program supports knowledge sharing and education that promote campus sustainability at UNBC. We do so by providing financial support for travel and registration fees for conferences/training sessions/etc. that add to the sustainability knowledge and skills base at UNBC, or communicates the UNBC experience to a broader audience.

Who can apply?

All members of the UNBC community can apply for a Green Travel Grant.

When can applications be submitted?

The Green Travel Grants accepts applications continually throughout the year. Applicants are encouraged to apply as early as possible for funding. The Green Travel Grants does not provide funding for travel that either has already taken place or has already been paid for, so please ensure you apply in advance of your event.

How much funding is available?

- Up to \$400 for activities taking place in British Columbia, **or** where the applicant is not presenting a paper or poster.
- Up to \$750 for activities taking place outside of British Columbia, **and** where the applicant is presenting a paper or poster.

What are the expectations of recipients?

The following is expected of Green Travel Grant recipients:

- They will be 'active' at the event/conference/training (e.g. presenting a paper or poster, taking part in discussions, sharing insights via social media);
- They will undertake a follow-up public engagement activity at UNBC (e.g. a public presentation, writing a short piece for the Green website or Over The Edge);
- They will acknowledge support from the Green Fund where appropriate; and

How long will it take to receive a decision and/or funding?

The GUPC meets monthly, and will endeavor to review Green Travel Grant proposals at the following GUPC meeting.

How do I submit my application?

Proposals should be submitted electronically in PDF or Word format to the Sustainability Manager. Please email proposals to sustainability@unbc.ca.

Guidelines for a Green Travel Grant Proposal

What follows below are the required sections for a Green Travel Grant proposal. A proposal template is provided [here](#). Proposals must be limited to two (2) pages. Proposal exceeding the page limit will be returned to you without consideration. Letters of recommendation/support (if applicable) are not included in the page limit, and may be attached as an appendix.

Summary Information

Please include the following summary table at the top of your application.

- Travel/Event Title
- Contact information: Name, Affiliation, Email, Phone
- Dates of travel
- Budget requested from Green Fund

Description of activity and benefits to UNBC sustainability

Please describe the activity how the activity benefits sustainability at UNBC. We recommend familiarizing yourself with the [UNBC Green Strategy](#), while recognizing that many successful projects may be out of the scope of the original Green Strategy.

Proponent's role in the activity

We expect proponents to be active at the conference /training/etc. Please describe how you will be an active participant and represent UNBC (e.g. presenting a paper or poster, blogging about the conference on social media, being an active member of discussions).

Budget and amount requested

Please provide an overall budget for the activity, including:

- All projected expenses;
- Any other sources of funding requested or already secured; and
- The amount requested from the Green Travel Grants program.

Proposed follow-up UNBC engagement activity

Please describe how you will engage the broader UNBC community with the outcome from your activity. Sample activities include:

- Writing an article for the Green Website or Over The Edge;
- Presenting at an upcoming GUPC meeting;
- Giving a public or classroom lecture; and
- Social Media engagement

We request you discuss your engagement in advance with the sustainability manager.

Optional – Letter of Recommendation

A letter of recommendation is optional but encouraged.