# UNBC GREEN GRANT PROGRAM INFORMATION

### Introduction

The Green Grants program was initiated in 2009 through a levy on parking fees. To date, the Green Grants program has funded 37 proposals for a total amount of approximately $150,000.

Please read this document carefully, as it outlines changes to the program. If you have questions, please email the UNBC Sustainability Manager at sustainability@unbc.ca.

### Purpose

The Green Grants program is primarily focused on providing one-time, seed funding for research, education and civic engagement projects that promote sustainability at UNBC. We take a broad approach to sustainability; one that is guided by but not limited to the [UNBC Green Strategy](http://www.unbc.ca/sites/default/files/sections/green/green-university-strategy-phase-1.pdf).

### Available funding

We look to provide up to $5,000 in funding for projects that will be completed within 12 months after the release of funds. There are exceptions, however. Notably:

* Proponents of recurring or ongoing programs may apply for initial Green Grant funding, but must show how long-term financial sustainability will be ensured.
* If the project is expected to (a) require more than $5000, or (b) exceed 12 months, this must be discussed with the Sustainability Manager prior to submitting an application.

### Who can apply?

All members of the UNBC community may submit Green Grant proposals. This includes students, faculty, staff and campus based organizations.

### Evaluation criteria

Proposals will be evaluated based on the following criteria:

* Advancement of the goals of the [UNBC Green Strategy](http://www.unbc.ca/assets/green/unbc_greenu_strategy_phase1_26mar09.pdf);
* Incorporation of elements of public education and raises awareness about sustainability across the UNBC campus community;
* Feasibility (i.e. technological, financial, institutional, etc.)
* Effectiveness (i.e. extent of impact, return on investment)
* Long term sustainability of the project
* Extent of background research (i.e. evidence based, reference to literature)
* Support from the broader UNBC community

### Application process

As of Fall 2015, the Green Grants program has adopted a model of two funding intakes per year. You will now have the opportunity to refine your proposal based on feedback from the committee. The application process is illustrated in the table below. Please note that these dates are general. Specific dates for each intake will be on the [Green Website](http://www.unbc.ca/green) prior to the start of the semester.

|  |  |  |
| --- | --- | --- |
| Activity | Fall Intake | Winter Intake |
| Submission of preliminary proposal. | 1st Monday of October | 1st Monday of February |
| Invitation to select groups to provide Elevator pitch\* to GUPC and public. | 3rd week of October | 4th week of February |
| Submission of final proposal. | 1st Tuesday of November | 2nd Tuesday of March |
| Final funding decision. | End of November | 1st week of April |
| Release of funds. | Early December | End of April |
| Start of project. | January | May-September |

\* An Elevator pitch is a short and persuasive presentation (up to 3 minutes long). This is your opportunity to briefly describe your project, answer questions, and receive feedback.

### How do I submit my application?

Proposals should be submitted electronically in PDF or Word format to sustainability@unbc.ca.

# Proposal sections

What follows below are the recommended sections for a successful Green Grant proposal. Depending on the nature of the project (e.g. hiring students to undertake survey research vs. purchasing equipment to monitor rainwater), your proposals may follow a different format than what is proposed. Regardless of format, all proposals must clearly address the ‘six Ws’ (i.e., who, what, when, where, why, how).

Proposals must be concise and respect the following page limits:

* *Two (2) pages for preliminary proposals*; and
* *Five (5) pages for the final proposal.*

Letters of recommendation/support (if applicable) are not included in the page limit, and may be attached as an appendix. If the proposal exceeds the page limit, we will return it to you without it being considered.

The preliminary proposal does not require the same depth as the final proposal. Rather, we expect you to touch on all the topics listed below.

This information is summarized in a proposal template, available on the UNBC Green website.

### Project Summary

|  |
| --- |
| Please check one: 2 Page Preliminary Proposal [ ]  5 Page Final proposal [ ]  |
| Project Title |
|  |
| Applicants / Project Team Leaders (names and affiliations only) |
|  |  |
| Primary Contact Person (a single individual) |
| **Name:**  | **Affiliation:**  |
| **Email:**  | **Phone:**  |
| Timeline (start date, finish date, total weeks/months) |
|  |
| Budget Requested from Green Fund (total only) |
|  |

### Project Description

Please summarize the overall project. Include mention of:

* *Purpose –*  “The purpose of this project is to …”;
* *Rationale –* How the project will promote campus sustainability, including reference to the [UNBC Green Strategy](http://www.unbc.ca/sites/default/files/sections/green/green-university-strategy-phase-1.pdf) where relevant;
* *Background –* Provide any necessary background information (e.g. survey results);
* *Project objectives and outcomes* – The project objectives and outcomes should describe how you will meet your stated purpose.
* *Project partners* – Please note all project partners and their responsibilities.

### Detailed Work plan

The work plan will vary based on the nature of the project. Please provide the implementation schedule by task (e.g., drafting survey mechanism, obtaining Research Ethics approval, purchase of equipment, etc.), including reference to start and finish dates.

Note – original release of funds will generally take place in December and/or April.

In the detailed work plan, please address the following considerations:

* Risk Management – When preparing funding application, take into consideration and address any risk or liability issues associated with the project. If you are uncertain, contact the Sustainability Manager.
* Purchasing – When preparing funding application, take into consideration the money is considered public sector spending and thus [UNBC’s Purchasing Policy](https://intranet.unbc.ca/sites/Policies/development/Policy/Purchasing%20Policy.pdf) for procuring goods and services may apply.

### Budget

The budget section should include:

* Breakdown of actual costs (overhead, salaries, materials, community engagement, etc.)
* Savings estimates resulting from implementation of the project
* Additional sources of funding (confirmed and pending)
* Amount requested from the Green Fund

### Public engagement

Describe how you will engage the broader UNBC community related to your project (e.g. public lecture, article in Over The Edge).

### Project closure and sustainability

* Describe how you will close off the project (e.g., submission of final report to GUPC, public engagement activity)
* For ongoing projects with no defined closure date, describe how the project will be maintained once the Green Grant funds are finished;

### Optional Appendix – Sponsors and Letters of Recommendation

A letter of recommendation, expressing support for the project from a sponsoring organization, department and/or external group is optional but encouraged, where applicable.