



Sustainability Action Fund

Application



For more information:

Munro Watters – Vice President (University Affairs) – vpua@ams.queensu.ca

Please complete the following information sheet, answer the specified questions and submit online to vpua@ams.queensu.ca

Eligibility for Application Approval

Required

- Projects must directly address environmental sustainability on the Queen's University campus, or in the capacity that on-campus activities influence sustainability off-campus
- All projects must have a clearly defined, measurable, and quantifiable outcome
- Project proposals may be submitted by Queen's University students, staff, administrators, or faculty, provided that at least one undergraduate student is involved in the project in a managerial capacity
- Projects shall have received all necessary written approval by any applicable or appropriate campus officials prior to consideration by the Granting Committee
- SAF funding shall not be allocated to projects already mandated by law or by Queen's University policy directive, as Queen's University is already obligated to allocate funds towards such projects
- The SAF shall fund only projects that go above and beyond established minimum requirements and that are unable to gain full funding from other sources
- All project selected for funding shall have a mechanism for measurement, evaluation, and follow-up after funding has been dispersed. At minimum, a project plan must include the creation of a report made to the Granting Committee after successful (or unsuccessful) implementation
 - If a project is expected to have ongoing benefits, such as ongoing annual cost savings, the project plan submitted must include a mechanism for tracking, recording, and reporting these benefits back to the Granting Committee on an (at least) annual basis
- Project shall have publicity, education, and outreach components
- Projects shall have direct undergraduate student involvement
- Projects will not be considered that request less than \$250 in SAF funding
- A full list of criteria can be found on the rubric at the end of this application form

Preferred Selection

- Preference will be given to projects that demonstrate the greatest reduction in Queen's University's negative environmental impacts for the least cost
- Preference will be given to projects with a strong student participation and leadership component
- Preference will be given to projects that address the environmental, social, and economic aspects of sustainability in a holistic manner

Please e-mail your completed application to vpua@ams.queensu.ca

GROUP INFORMATION

Name of Applicant Group			
Number of Members			
Name of Project		Amount Requested	
Name of Contact Person		Telephone #	
Contact's Position in Group		Email	

APPLICATION QUESTIONS

Please answer the following questions in full and attach to the application package.

Please answer all questions below in as much detail as possible. Please limit your answers to two single-spaced pages total.

1. Describe your project and its desired objectives.
2. Describe how your project will advance the goals of environmental, social and economic sustainability at Queen's University.
3. Does your project require the approval of any campus authorities other than yourself? If so, have you obtained their approval? Please include their contact information.
4. Briefly describe the project timeline. Please include all relevant key dates.
5. Describe your proposed budget. How will this money be allocated (please be specific)? Have you sought sources of funding other than the Sustainability Action Fund?

For example, if there is a difference in cost between the original option and the sustainable option, please display that in table format as shown below.

Item	Original Option Cost (\$)	Sustainable Option Cost (\$)	Difference (\$)

If there is no ability to define a difference in cost, outline the general costs for the project, ensuring there is justification for why each expense should be covered by the SAF.

Sustainability Action Fund Rubric

Breadth of Project	<ul style="list-style-type: none"> Identifies specific need for project within the Queen's community Project will impact the majority or a large number of students at Queen's Statistics/evidence and analysis of current situation referenced 	<ul style="list-style-type: none"> Specific need for project is partially identified Project will impact some students at Queen's Some analysis of statistics/evidence that are relevant to the need 	<ul style="list-style-type: none"> Specific need not identified or too vague Project only impacts a small groups of students at Queen's No evidence/justification provided 	
Impact of Project	<ul style="list-style-type: none"> Project plan is well-structured Project clearly and significantly reduces Queen's University's negative environmental impacts Clear benefit to the Queen's community in a social, environmental or economic way The project has been approved by all relevant campus parties 	<ul style="list-style-type: none"> Some areas are not properly structured Project contribute to the reduction of Queen's University's negative environmental impacts. Moderate benefit to the Queen's community The project is currently in approval by campus parties 	<ul style="list-style-type: none"> Plan or structure is deficient in many areas No clear signs of how project will contribute to the reduction of Queen's University's negative environmental impacts Lack of direct benefit to Queen's community No form of approval has been documents by campus parties 	
Budget and Metrics	<ul style="list-style-type: none"> Budget is complete and contains all information Budget provides clear difference between sustainable and regular option (if applicable) There are clear and concise evaluations and metrics to prove success of proposal 	<ul style="list-style-type: none"> Budget is complete but not cost efficient or related to activities and outcomes Budget provides There are some evaluations and metrics present but they are not concise or specific. 	<ul style="list-style-type: none"> Budget lacks information or includes unallowable expenditures No evaluation or metrics for the proposed project are found. 	
Organization	<ul style="list-style-type: none"> Shows evidence of external/public credibility Adequate organizational structure including evidence of financial plans and controls Entirely student-run initiative Group has not received funding in the past 	<ul style="list-style-type: none"> Little evidence of public credibility Moderate organizational structure and evidence of financial plans and controls The project involves students Group has received some funding in the past but for a different project 	<ul style="list-style-type: none"> No evidence of external/public credibility No organizational structure/financial plans and controls Low student involvement Group has receive funding in the past for the same project 	
Awareness and Promotion	<ul style="list-style-type: none"> Detailed plan on how to promote the project and SAF with specific timeline and ideas The project will be able to promote sustainability on Queen's campus in a significant way 	<ul style="list-style-type: none"> Some plan to promote the project and SAF, but there is a lack of detail The project has a small amount of promotion on sustainability 	<ul style="list-style-type: none"> No plan to promote the project and SAF. The project does not offer a form of promotion in terms of sustainability on campus. 	
Total				/15

Mandatory Criteria	Met
Project is over \$250	
At least one Undergraduate student is involved	
The project or outcome is currently not mandated by law or campus policies	