



## **Sustainability Action Fund Application**

For more information please email: Molly Urquhart, Commissioner of Environmental Sustainability (CES) – [ces@ams.queensu.ca](mailto:ces@ams.queensu.ca) , [17mru@queensu.ca](mailto:17mru@queensu.ca)

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**Please complete the following information sheet, answer the specified questions and submit online to Formstack**

### **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 projects 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, or outreach components
- Projects shall have direct undergraduate student involvement
- 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
- Preference will be given to projects with a high degree of creativity and emphasis on changing the ‘culture’ towards environmental stewardship
- 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 submit your completed application to the Formstack portal**

***Group information***

Name of Applicant Group	
Name of Project	
Name of Contact Person	
Contact's position in Group	
Contact's Telephone #	
Contact's Email	
Amount Requested	

***Application Questions***

Please answer all questions below in as much detail as possible. Please limit your answers to two single-spaced pages total. Reference the following page for a detailed outline of preferred project selection.

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. If there is a difference in cost between the original option and the sustainable option, please display the difference in table format as shown below:

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

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?

## ***What will the Grant Committee Look For in Projects/ Ideas When Allocating Funds?***

- **Breadth of Project (2 points)**
  - Identifies specific need for project within the Queen's community
  - Project will impact a large number of students at Queen's
  - Statistics/evidence and analysis of current situation referenced to understand relevance of project
  
- **Impact of Project (2 points)**
  - 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
  
- **Budget (2 points)**
  - Budget is complete and contains all information
  - Budget provides clear difference between sustainable and regular option (if applicable)
  
- **Organization (2 Points)**
  - Shows evidence of external/public credibility
  - Adequate organizational structure including evidence of financial plans and controls
  - Includes a strong undergraduate student presence
  
- **Awareness and Promotion (2 Points)**
  - 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

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Clubs and student led events/ initiatives are encouraged to apply! Please reach out to Molly Urquhart ([Ces@ams.queensu.ca](mailto:Ces@ams.queensu.ca)) with any questions or concerns if they arise.