

# Workplace Sustainability Fund

## Criteria and Guidelines 2024

UBC is committed to fostering a culture of sustainability. Recognizing the pivotal role that each unit and department can play in advancing sustainability initiatives, we have established the Workplace Sustainability Fund. The fund serves as an opportunity for Sustainability Coordinators to transform innovative ideas into impactful projects that align with UBC's broader sustainability goals.

### **Overview**

The fund supports [Sustainability Coordinators](#) in implementing projects related to Climate Action, Commuting, Food Systems, Waste & Materials, Water Conservation and Education & Engagement. Applicants can request up to **\$3000** to support their project initiative. ***Review Appendix 1 for examples.***

### **Eligibility**

- a. Applicants must be registered Sustainability Coordinators
- b. Open to Sustainability Coordinators who work in diverse settings on UBC's Vancouver campus, Robson Square and teaching hospital sites
- c. Collaborations with non-Sustainability Coordinator colleagues allowed, but SC must be the primary applicant

### **Application Period**

Applications for the Workplace Sustainability Fund for 2024 will be accepted between January 5<sup>th</sup> and February 6<sup>th</sup> 2024

### **Application Process**

Review criteria page and fill out application located at bottom of this form. **Please email the completed PDF form to [sc.program@ubc.ca](mailto:sc.program@ubc.ca) before the deadline.**

### **Funding Criteria, Preferences and Exclusions**

Funding is available to Sustainability Coordinators to pursue sustainability projects that address at least one of the following focus areas below. Projects are encouraged to incorporate climate justice, adaptation, and resilience perspectives.

- **Climate Action:** projects that help to mitigate UBC's carbon footprint and enhance resilience to climate change
- **Commuting:** initiatives that address sustainable transportation options
- **Climate-Friendly Food Systems:** projects promoting sustainable and ethical practices with regards to food (procurement, catering, events)
- **Waste & Materials:** efforts towards achieving zero-waste, promoting reuse, recycling, and fostering a circular economy

- **Education & Engagement:** projects focused on educating and engaging your unit or broader UBC community in any of the listed focus areas, aligning with the CAP2030 targets
- **Biodiversity:** projects focused on topics such as conserving on-campus biodiversity and reducing biodiversity loss

Projects aligning with the following preferences will receive enhanced consideration in the funding evaluation process:

- Promoting and advancing sustainability skills and knowledge on a general scale
- Preference is given to initiatives backed by firm commitment from the department supported by resources (including in-kind resources)
- Emphasis on projects characterized by creativity and innovation in their scope
- Projects with the capacity for scalability as campus-wide initiatives are highly encouraged
- Incorporating community-building elements and collaboration to advance climate action at UBC

### **Exclusions**

Funding will not be considered for:

- Department or unit operational expenses
- Historical spending or debts
- Leisure or recreation programs (departments may seek funding for health and wellness initiatives through UBC's Healthy Workplace Initiatives Fund)
- Research-based projects, although evaluation and dissemination of project deliverables are encouraged
- Scholarships, grants and bursaries

### **Completion and Reporting of Projects**

All recipients of funding are given (1) year from the date of their award to complete their projects. The following documentation is mandatory for funding recipients

#### **Status Reports**

- Recipients are required to submit:
  - A **status report** at the six-month mark detailing the project's status and implementation progress
  - A **final project report** at the end of the one-year period. Report templates will be provided

#### **Expense Receipts**

- Submission of receipts for project-related expenses is a necessary component of the reporting process

#### **Unused Funds**

- Any funds remaining must be returned to Campus & Community Planning

#### **Contact**

For questions about eligibility, project suitability or more information about the fund, please contact [sc.program@ubc.ca](mailto:sc.program@ubc.ca)

**Appendix 1: Examples of possible WSF project funding amounts**

Project Title	Focus Area	Funding Amount	Description
Office Energy Efficiency Workshop	Climate Action	300\$	Organize a workshop within the office to educate on simple energy-saving practices, such as turning off lights and equipment when not in use, contributing to reduced energy consumption
Sustainable Office Supply Kits	Waste & Materials	500\$	Using the <a href="#">sustainable purchasing guide</a> , provide office units, departments with kits containing reusable and sustainable office supplies, reducing the use of disposable materials
Forming a <i>Climate Action Committee</i> in your unit	Education & Engagement	500\$	In collaboration with C&CP or other campus units, develop your own Climate Action Committee to encourage grassroots initiatives among colleagues
Sustainable Office Lighting Upgrade	Waste & Materials	500\$	Replace any traditional office lighting with energy-efficient LED bulbs, reducing electricity consumption and promoting sustainability in office spaces
Climate-Friendly Lunch Program	Food Systems	1000\$	Launch an initiative in your unit to offer climate-friendly meal options, sourcing sustainable and locally produced ingredients
Sustainable Office Challenge Program	Education & Engagement	1000\$	Launch an office-wide sustainability challenge program, encouraging colleagues to adopt eco-friendly practices, track progress, and participate in educational workshops, fostering a culture of sustainability within the workplace
Greening your Breakroom	Waste & Materials	1000\$	Transform your unit breakroom/lunchroom into an eco-friendly space by replacing single-use items with reusable alternatives and promoting waste reduction
Biodiversity Enhancement Project	Biodiversity	2000\$	Implement initiatives to enhance on-campus biodiversity within your unit or in collaboration with others across campus, such as creating green office spaces, planting native species, and supporting wildlife habitat
Climate-Friendly Campus Events	Education & Engagement	2000\$	Organize engaging events on campus to raise awareness about climate-friendly practices, encouraging active participation and education in climate action
Energy-Efficient Office Appliances	Climate Action	3000\$	Upgrade office appliances to energy-efficient models, contributing to reducing the carbon footprint of daily operations

Sustainability Staff Student Program	Education and Engagement	3000\$	Establish a sustainability-focused student staff position within the office, hiring a student to lead initiatives, conduct awareness campaigns, and implement sustainable practices, enhancing your workplace's commitment to environmental responsibility
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# Workplace Sustainability Fund

## Application Form 2024

Email application to [sc.program@ubc.ca](mailto:sc.program@ubc.ca) with the subject line '**Workplace Sustainability Fund Application – Your Department Name**'. Upon submission, you will receive a confirmation email with next steps.

Applicants can request **up to \$3000** to support their project initiative and must be a Sustainability Coordinator and UBC employee.

### Application Date

PART 1: CONTACT INFORMATION	
Applicant name:	
Email:	
Position:	
Department/unit name:	
Building:	
Name of Director/ Unit Head:	
Do you have support from your supervisor? Please confirm (Y/N)	

PART 2: PROJECT INFORMATION	
Project Name:	
Total Funding Requested (\$):	
Total Project Budget (\$):	

What is the purpose of your project? Identify clear project objectives and outline how your project will advance climate action in your unit. Please include how your project is situated within CAP2030. **Please explain in 500 words or less.**

### CAP2030 Impact Areas

Please indicate which of the following CAP2030 themes your project will address (or provide your topics in the space below):

- ☐ Climate Action
- ☐ Commuting
- ☐ Waste Reduction *(may include projects related to zero waste, reuse, recycling, procurement, circular economy)*
- ☐ Climate-Friendly Food Systems
- ☐ Education & Engagement
- ☐ Biodiversity
- ☐ Other

Briefly describe how your project will advance the CAP2030 areas selected above. Identify anticipated outcomes and any measurable impacts your project may have (ie # of people engaged, amount of waste diverted etc). **Please explain in 300 words or less.**

Outline how your project will foster change in your unit and within the UBC community.

What is your project's timeline? Include proposed list of activities for each phase. Highlight project deliverables and important deadlines. **Please explain in 500 words or less.**

Provide a budget for the project:

1. Total project budget
2. Total budget requested from Workplace Sustainability Fund
3. Details for project expenses

Briefly note any department-funded expenses, funding available from other sources, and/or in-kind resources and support to carry out the project. **Please explain in 500 words or less.**

Describe how you will evaluate the success of the project and how the project will be shared with other departments at UBC. **Please explain in 500 words or less.**

I understand that if this application is approved for funding, the following must be submitted:

- Brief status reports (at six months and year end) to report on project status and implementation. Report templates will be provided to successful applicants.
- Submission of receipts for project expenses
- Any funds that were not used must be returned to Campus + Community Planning

Please note that failure to submit documentation may result in grant recipients being ineligible for future Workplace Sustainability Fund grants and/or being required to return the funds for unaccounted expenses.

**Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_