Sustainability Coordinator Program
Workplace Sustainability Fund
2023 Application Form

**Application Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** (mm/dd/yyyy)

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| 1. **Contact Information**
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| Department: |  |
| Building: |  |
| Address: |  |
| Contact person: |  |
| Position title: |  |
| Phone: |  |
| E-mail: |  |
| Name of Director/ Unit Head: |  |
| Electronic signature of and endorsement from Director/ Unit Head: |  |

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| 1. **Project Summary**
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| Project Name: |  |
| Total Funding Requested ($): |  |
| Total Project Budget ($): |  |

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| **Please note:*** For additional information, including full grant criteria, eligible expenses, and deadlines, visit: [sustain.ubc.ca/workplacefund](https://sustain.ubc.ca/get-involved/sustainability-funding-opportunities/workplace-sustainability-fund)
* Email application to sc.program@ubc.ca by specified deadline with the subject line *‘Workplace Sustainability Fund Application – Your Department Name’*
* Applicants may apply for funding up to $1000.

If you have questions regarding your application, please contact **sc.program@ubc.ca** |

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| 1. **Project Description**

Provide a brief description of the project. Identify clear project goals/objectives and outline what you hope this project will accomplish.  |
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| 1. **Impact Areas**

Select the impact areas your project will address with a ‘Y’.  |
| \_\_\_ Climate Action\_\_\_ Sustainable Travel and Transportation\_\_\_ Waste Reduction *(may include projects related to zero waste, reuse, recycling, procurement, circular economy)*\_\_\_ Climate-Friendly Food Systems\_\_\_ Energy Conservation and Efficiency\_\_\_ Education & Engagement\_\_\_ Water Conservation\_\_\_ Other (please specify) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| 1. **Project Need and Outcomes**

Briefly describe how your project will address the sustainability themes/impact areas selected above. Identify anticipated outcomes and any measurable impacts your project may have *(ie # of people engaged, amount of waste diverted etc)*.  |
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| 1. **Change Statement**

Outline how your project will foster change in your department and/or across campus. |
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| 1. **Timeline and Milestones**

Insert a timeline for each phase of the proposed project and list activities for each phase. Highlight project deliverables and important deadlines. |
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| 1. **Budget**

Provide a budget for the project, including the following:* Total project budget
* Total budget requested from Workplace Sustainability Fund
* 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

*Note, a separate budget sheet and/or documentation (ie supplier quotes) may be attached*  |
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| 1. **Evaluation and Dissemination**

Describe how you will evaluate the success of the project and how the project will be shared with other departments at UBC. |
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| 1. **Funding Requirements**

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:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_* |