



# Sustainability Coordinator Program Workplace Sustainability Fund Criteria & Guidelines (2019)

## A. Background

The Workplace Sustainability Fund is in place to generate sustainable solutions in the workplace and is an award incentive initiative for UBC's [Sustainability Coordinator Program](#).

## B. Eligibility

Registered Sustainability Coordinators (SCs) may apply for funding of **up to \$1,000** to support workplace initiatives that promote and foster sustainable practices in the workplace.

SCs in any type of workplace setting (offices, labs, facilities/maintenance/trades, food service/retail outlets etc) are welcome to apply. Applications are open to the Point Grey Campus, Robson Square Campus and Teaching Hospital Sites.

Note, if you are unsure of your eligibility or program status, or would like to become a sustainability coordinator for your department, please contact [sc.program@ubc.ca](mailto:sc.program@ubc.ca).

## C. Funding Criteria

Funding is available to Sustainability Coordinators to pursue sustainability projects that address a minimum of one of the following areas of focus:

- Climate Action
- Energy Conservation and Efficiency
- Waste Reduction (*may include projects related to zero waste, reuse, recycling, procurement, circular economy*)
- Water Conservation
- Sustainable Transportation
- Education & Engagement

Projects will also be scored according to the funding preferences outlined in Section D.

## D. Funding Preferences

Funding for projects that meet the following preferences will be more favourably considered:

1. Sustainability skills and understanding are being promoted and enhanced to a wide audience.
2. Initiatives where there is clear departmental commitment, resources (including in-kind resources) and potential for success.
3. Projects which are creative and innovative in scope.
4. Projects which can be scaled up as a campus-wide initiative.
5. Demonstrated intent to collaborate or partner with other faculties, departments, student groups, etc.
6. Projects that show an attempt to foster behaviour change or a change in department practices.



7. Outline of how the project will be evaluated for success.
8. Inclusion of a plan to share best practices and sustainable solutions to the wider UBC community.

## E. Funding Exclusions

Funding for the following will NOT be considered:

1. Department operational expenses.
2. Historical spending or debts.
3. Leisure and recreation programs, with the exception of those that specifically support sustainability goals (eg: sustainable transportation). Departments may seek funding for health and wellness initiatives through UBC's Healthy Workplace Initiatives Fund.
4. Research based projects, although evaluation and dissemination of project deliverables are encouraged.
5. Scholarships, grants and bursaries.

## F. Funding Guidelines

1. Only applications from registered Sustainability Coordinators will be considered, though support from other staff and faculty is accepted and encouraged.
2. Funding applications must be emailed by the submission deadline to be eligible for consideration.
3. Any equipment funded through the Workplace Sustainability Fund will remain property of UBC.
4. Decisions regarding funding will be based on the outlined funding criteria and preferences.

## G. Submission Process

1. Fill in the PDF application. The application asks for:
  - a. a brief description of the proposed project and goals;
  - b. an explanation of the need for the project in the applicant's department;
  - c. an outline of how the project will address a minimum of one area of focus outlined in Section C;
  - d. an outline of how the project will enhance sustainability skills and understanding in the workplace and/or at UBC;
  - e. an explanation of how the project will create positive change in behaviour towards a more sustainable workplace;
  - f. a timeline and a statement of activities to reach project deliverables;
  - g. a detailed outline of project costs;
  - h. a list of any in-kind resources or endorsement;
  - i. a clear plan of how the project will be evaluated for success and how best practices will be disseminated to other UBC departments and units.
2. All applications must be approved by the applicant's departmental director or department head. Please include an electronic signature from your director or department head in application form.
3. Email your completed application by the submission deadline date to: [sc.program@ubc.ca](mailto:sc.program@ubc.ca)



## H. Funding Cycle

Please see [sustain.ubc.ca/workplacefund](https://sustain.ubc.ca/workplacefund) for current application deadline dates.

## I. Project Completion and Reporting

All funding recipients will have one (1) year from their award date to complete their proposed projects.

Funding recipients are required to submit the following documentation:

- 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.*

## J. Questions and Support

Have questions about your eligibility and/or if your project may qualify for the fund? Please contact the SC Program Manager at [sc.program@ubc.ca](mailto:sc.program@ubc.ca) or 604-827-5131 to discuss.