Sustainability Coordinator Program  
Workplace Sustainability Fund  
2019 Application Form

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

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| 1. **Contact Information** | |
| 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** | |
| 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](file:///\\teamshare.ead.ubc.ca\team\ccpl\Shares\CSO\2000%20Engagement\2100%20Sustainability%20Engagement\2101_Green%20Campus%20Program\3_Green%20Offices\7_Workplace%20Sustainability%20Fund\2019\Application%20Form\sustain.ubc.ca\workplacefund) * Email application to [sc.program@ubc.ca](mailto: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 $1,000   If you have questions regarding your application, please contact [**sc.program@ubc.ca**](mailto: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  \_\_\_ Energy Conservation and Efficiency  \_\_\_ Waste Reduction *(may include projects related to zero waste, reuse, recycling, procurement, circular economy)*  \_\_\_ Water Conservation  \_\_\_ Sustainable Transportation  \_\_\_ Education & Engagement  \_\_\_ 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:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_* |