

UNBC GREEN GRANT PROPOSAL GUIDELINES

In order to advance environmental sustainability at UNBC, a Green Fund was established in April 2009 and a Green Fund Subcommittee of the Green University Planning Committee (GUPC) in March 2010. The GUPC is a multi-stakeholder committee composed of senior administration, staff, faculty, students, and campus groups, and is the primary sustainability advisory body at UNBC. The Green Fund Subcommittee is tasked with evaluating and recommending projects to the GUPC for funding.

APPLICATION PROCESS

Who can apply?

Green Grant applications are accepted from any member of the UNBC community (Prince George campus and regional campuses), including students, staff, faculty, and campus-based organizations.

What types of proposals are accepted?

Two types of Green Grant applications are accepted:
(1) for projects, and
(2) for conference or event travel and expenses.

PROJECTS

- In general, the Green Fund will provide one-time, seed funding for research, education, or civic engagement projects.
- The proposals should be for less than \$5000.
- The project should be completed within 12 months.
- However, if the project is expected to (a) require more than \$5000, (b) exceed 12 months, and/or (c) require recurring funding, this should be discussed with the Sustainability Manager prior to application.
- If the project is expected to generate energy saving, it should be discussed with the Energy Technician.

TRAVEL & EXPENSES

- The Green Fund will provide support for conference or event travel and expenses *as long as it is directly related to the program and profile of the GUPC, which generally means it is associated with a Green Grant project*. In general, the Green Fund will *not* support travel and expenses for faculty research, administrator or staff training programs, student conferences, etc. unless it is directly tied to GUPC and/or Green Grant activities.
- The proposals should be for less than \$1000.

- If the project is expected to require more than \$1000, this should be discussed with the Sustainability Manager prior to application.
- It is expected that the applicant will be an ‘active’ participant at the conference or event (for example, will present or is an organizer), will return with knowledge and skills pertinent to UNBC and the GUPC, and will share these knowledge and skills with the University community.
- “Sharing with the University community” means the conference or event experience (1) shall be documented in a report submitted to the GUPC, and (2) shall be presented to the University community in an appropriate manner to be jointly decided by the applicant and the Sustainability Manager (for instance, by making a presentation to the GUPC or giving a guest lecture in a class or giving a talk in a forum open to University members).

When can I apply?

There are three intakes a year. Proposals should be submitted electronically (pdf format) to the Sustainability Manager by 4:30 pm on:

- 3rd Tuesday of September (First Intake of the academic year)**
- 3rd Tuesday of January (Second Intake of the academic year)**
- 3rd Tuesday of May (Third Intake of the academic year)**

How do I apply?

RESEARCH & PROJECTS

Research and project proposals are to be concise, no longer than 4 pages (12 point font) and should follow the structure described below. The “Green Grant Project Summary” page is not included in the page limit, nor, if applicable, are letters of recommendation.

***** If the proposal exceeds the 4-page limit, it will be returned to the applicant without being considered. *****

Please organize your proposal into the following six sections, including information related to each bullet point, if applicable:

1. *Project Summary Page*
 - Download and complete the one-page “Green Grant Project Summary”.
 - This summary page is *not* included in the page limit.
2. *Project Description*
 - background
 - contribution to sustainability at UNBC
 - project objectives, outcomes
 - scope of work, methods, work plan
 - how you will assess the impact or success of the project.
3. *Project Partners*
 - project participants and their responsibilities.

4. *Timeline*
 - start and finish dates
 - anticipated implementation schedule by task.
5. *Budget*
 - Amount being requested from the Green Fund
 - Breakdown of costs (overhead, salaries, materials, equipment, etc.)
 - Savings estimates resulting from implementation of the project
 - Independent funding
 - Designation of project fund manager.
6. *Sponsors and Letters of Recommendation*
 - Letters of recommendation or sponsorship can be submitted in support of the project, if applicable. These are not included in the page limit.

TRAVEL & EXPENSES

Travel proposals are to be concise, no longer than 2 pages (12 point font) and should follow the structure described below. The “Green Grant Travel Summary” page is not included in the page limit, nor, if applicable, are letters of recommendation.

***** If the proposal exceeds the 2-page limit, it will be returned to the applicant without being considered. *****

Please organize your proposal into the following five sections, including information related to each bullet point, if applicable:

1. *Travel Summary Page*
 - Download “Green Grant Travel Summary” page and complete.
 - This summary page is *not* included in the page limit.
2. *Travel Description*
 - background
 - purpose of travel
 - contribution to sustainability at UNBC
 - expected outcomes, including an outline of what will be included in your report to the GUPC.
3. *Dates*
 - Departure and return dates.
4. *Budget*
 - Amount being requested from Green Fund
 - Breakdown of costs (travel, accommodation, meals, etc.).
5. *Sponsors and Letters of Recommendation*
 - Letters of recommendation or sponsorship can be submitted in support of the project, if applicable. These are not included in the page limit.

REVIEW PROCESS

How is my proposal reviewed?

The following are the steps used to review and award Green Grants.

1. Green Grant proposals are received by the Sustainability Manager. As soon as possible after a proposal intake deadline, the Sustainability Manager distributes the proposals to all members of the GUPC.
2. Once distributed, there is a two-week comment period during which GUPC members can comment on any or all of the proposals. Comments are sent to the Chair of the Green Fund Subcommittee.
3. At the end of the comment period, the Green Fund Subcommittee meets to evaluate the proposals, and recommends to the GUPC which proposals should be funded and if any conditions should be attached to a proposal. “Conditions” are defined as stipulations that have to be met by proposal applicants before the proposal will be forwarded to the University President’s Executive Council for final authorization.
4. The GUPC then reviews the Green Fund Subcommittee’s recommendations and decides to accept a proposal as submitted, accept it with conditions, or decline it.
5. Once the GUPC has acted on a proposal (approving it with or without conditions, or not approving it), the Sustainability Manager will notify the Project Contact Person of the GUPC’s decision.

For proposals approved with conditions, applicants will be given the opportunity to meet the specified conditions prior to the proposal being forwarded to the University President’s Executive Council. A letter from the Sustainability Manager will spell out the conditions and how they are to be met.

6. For approved proposals, the final step before release of funds is authorization by the University President’s Executive Council.

What criteria are used to review my proposal?

Applications will be evaluated based on some or all of the following general criteria.

- Does the project advance the goals of the GUPC and the Green University Strategy? (http://www.unbc.ca/assets/green/unbc_green_u_strategy_phase1_26mar09.pdf)
- Will the project have a significant direct or indirect ‘green impact’? In other words, will it enhance sustainability at UNBC?
- Is it feasible? Is it innovative?
- Does it have the appropriate leadership? For example, is it spearheaded by the appropriate people or organizations?
- Did consultation take place with appropriate stakeholders?

- Does it have buy-in from other appropriate people or groups? Is it sponsored by a University organization or department?
- Is it well researched? For example, is evidence from other institutions is provided? Is reference made to the literature on the topic?
- Does it incorporate elements of education and awareness and/or community engagement?

CONDUCT AND COMPLETION OF A GRANT

Once the University President's Executive Council has authorized the grant, the Sustainability Manager will notify the Project Contact Person and a Green Grant Account will be set up.

Grant recipients are required to:

- follow standard UNBC financial, research, and other appropriate procedures that apply,
- acknowledge the Green Fund in all public documents and presentations,
- submit a final report to the GUPC, and
- make a presentation to the GUPC and/or University community once the project is complete.

A grant is not considered 'closed' until the final report has been accepted by the GUPC and the presentation has been made to the GUPC and/or University community.