# Proposal sections

### Project Summary

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| Please check one: 2 Page Preliminary Proposal  5 Page Final proposal | |
| Project Title | |
|  | |
| Applicants / Project Team Leaders (names and affiliations only) | |
|  |  |
| Primary Contact Person (a single individual) | |
| **Name:** | **Affiliation:** |
| **Email:** | **Phone:** |
| Timeline (start date, finish date, total weeks/months) | |
|  | |
| Budget Requested from Green Fund (total only) | |
|  | |

### Project Description

Please summarize the overall project. Include mention of:

* *Purpose –*  “The purpose of this project is to …”;
* *Rationale –* How the project will promote campus sustainability, including reference to the [UNBC Green Strategy](http://www.unbc.ca/sites/default/files/sections/green/green-university-strategy-phase-1.pdf) where relevant;
* *Background –* Provide any necessary background information (e.g. survey results);
* *Project objectives and outcomes* – The project objectives and outcomes should describe how you will meet your stated purpose.
* *Project partners* – Please note all project partners and their responsibilities.

### Detailed Work plan

The work plan will vary based on the nature of the project. Please provide the implementation schedule by task (e.g., drafting survey mechanism, obtaining Research Ethics approval, purchase of equipment, etc.), including reference to start and finish dates.

Note – original release of funds will generally take place in December and/or April.

In the detailed work plan, please address the following considerations:

* Risk Management – When preparing funding application, take into consideration and address any risk or liability issues associated with the project. If you are uncertain, contact the Sustainability Manager.
* Purchasing – When preparing funding application, take into consideration the money is considered public sector spending and thus [UNBC’s Purchasing Policy](https://intranet.unbc.ca/sites/Policies/development/Policy/Purchasing%20Policy.pdf) for procuring goods and services may apply.

### Budget

The budget section should include:

* Breakdown of actual costs (overhead, salaries, materials, community engagement, etc.)
* Savings estimates resulting from implementation of the project
* Additional sources of funding (confirmed and pending)
* Amount requested from the Green Fund

### Public engagement

Describe how you will engage the broader UNBC community related to your project (e.g. public lecture, article in Over The Edge).

### Project closure and sustainability

* Describe how you will close off the project (e.g., submission of final report to GUPC, public engagement activity)
* For ongoing projects with no defined closure date, describe how the project will be maintained once the Green Grant funds are finished;

### Optional Appendix – Sponsors and Letters of Recommendation

A letter of recommendation, expressing support for the project from a sponsoring organization, department and/or external group is optional but encouraged, where applicable.