

## UNBC GREEN GRANT PROGRAM INFORMATION

### Introduction

The Green Grants program was initiated in 2009 through a levy on parking fees. To date, the Green Grants program has funded 54 proposals for a total amount of approximately \$150,000.

Please read this document carefully, as it outlines changes to the program. If you have questions, please email [sustainability@unbc.ca](mailto:sustainability@unbc.ca).

### Purpose

The Green Grants program is primarily focused on providing one-time, seed funding for education and civic engagement projects that promote sustainability at UNBC. We take a broad approach to sustainability; one that is guided by but not limited to the [UNBC Sustainability Strategy](#). This grant is not intended for funding product development or research projects.

### Available funding

We look to provide up to \$5,000 in funding for projects that will be completed within 12 months after the release of funds. There are exceptions, however. Notably:

- Proponents of recurring or ongoing programs may apply for initial Green Grant funding but must show how long-term financial sustainability will be ensured.
- If the project is expected to (a) require more than \$5000, or (b) exceed 12 months, this must be discussed with the Green Fund committee (by contacting [sustainability@unbc.ca](mailto:sustainability@unbc.ca)) prior to applying.

### Who can apply?

All members of the UNBC community may submit Green Grant proposals. This includes students, faculty, staff and campus-based organizations.

### Disbursement of Funds

Funds may be disbursed through distinct mechanisms based on three categories (this may differ on a case-by-case basis):

- 1) For those applying through an [Established Student Led Organization](#) (SLO) at UNBC, funds will be disbursed by issuing a cheque directly to the SLO.
- 2) Applicants who fall under the Faculty/Staff category or have a Faculty/Staff sponsor will receive funds through a budget account code linked to a UNBC account. To access the funds, a web requisition must be created and approved by the budget holder on FAST.
- 3) Applicants that do not fall under any of the above categories (are an individual, or are a UNBC community member sponsored by an external society) will have funds issued by cheque once the necessary receipt(s) are provided. Issuance of the cheque may take up to 6 – 8 weeks.



## Evaluation criteria

Proposals will be evaluated based on the following criteria:

### 1. Alignment with [UNBC Sustainability Strategic Plan](#) and [UN Sustainable Development Goals](#)

- **Excellent (4):** Strong alignment with both the UNBC Sustainability Strategy and multiple UN SDGs, with clear articulation.
- **Good (3):** Clear alignment with the UNBC Sustainability Strategy and at least one UN SDG.
- **Fair (2):** Some connection to the UNBC Sustainability Strategy or UN SDGs, but limited or vague.
- **Poor (1):** Minimal or no connection to the UNBC Sustainability Strategy or UN SDGs.

### 2. Campus Awareness & Education

- **Excellent (4):** Demonstrates innovative and broad-reaching education/awareness for the campus community.
- **Good (3):** Provides clear awareness-building opportunities with moderate reach.
- **Fair (2):** Limited awareness impact or narrowly targeted.
- **Poor (1):** No clear educational or awareness-building component.

### 3. Feasibility

- **Excellent (4):** Highly feasible with strong technological, financial, and institutional support.
- **Good (3):** Feasible with minor challenges.
- **Fair (2):** Significant feasibility concerns.
- **Poor (1):** Unlikely to be implemented successfully.

### 4. Impact & Financial Viability

- **Excellent (4):** Strong potential for large-scale impact, broad engagement, and long-term financial sustainability.
- **Good (3):** Moderate impact and some potential for financial sustainability.
- **Fair (2):** Limited impact and uncertain financial sustainability.
- **Poor (1):** Minimal impact and no clear sustainability plan.

### 5. Project Continuity (Closure or Long-Term Sustainability)

- **Excellent (4):** Clear plan for long-term continuation or meaningful project closure.
- **Good (3):** Some consideration for long-term continuation or closure.
- **Fair (2):** Minimal attention to continuation or closure.
- **Poor (1):** No plan for continuation or closure.

### 6. Evidence-Based Foundation

- **Excellent (4):** Strong background research with references to literature and data.
- **Good (3):** Some research and supporting evidence.
- **Fair (2):** Minimal research cited.
- **Poor (1):** No evidence or references.



### 7. Community Support

- **Excellent (4):** Strong, demonstrated support from across the UNBC community.
- **Good (3):** Clear support from some groups or individuals.
- **Fair (2):** Limited or informal support.
- **Poor (1):** No evidence of community support.

### 8. Connection to the [4 Rs Framework](#) (mandatory if project involves Indigenous peoples as a key demographic)

- **Excellent (4):** Strong and explicit integration of multiple Rs (Respect, Relevance, Reciprocity, Responsibility) throughout the project.
- **Good (3):** Clear and intentional connection to at least one R.
- **Fair (2):** Limited or indirect reference to the Rs.
- **Poor (1):** No meaningful connection to the 4 Rs framework.



## Application process

As of Fall 2015, the Green Grants program has adopted a model of two funding intakes per year. You will have the opportunity to refine your proposal based on feedback from the committee following the elevator pitch. The application process is illustrated in the table below. Please note that these dates are general. Specific dates for each intake will be on the [Green Fund website](#) prior to the start of the semester.

Activity	Fall Intake	Winter Intake
Submission of preliminary proposal.	Beginning of October	End of January
Invitation to select groups to provide Elevator pitch* to GUPC and public.	End of October	End of February
Submission of final proposal.	Beginning of November	Mid-March
Final funding decision.	End of November	End of March
Release of funds.	Early December	End of April
Start of project.	Within 3 months of award letter	May-September

\* An Elevator pitch is a short and persuasive presentation (up to 3 minutes long). This is your opportunity to describe your project briefly, answer questions, and receive feedback.

## How do I submit my application?

Proposals should be submitted electronically in PDF or Word format to [sustainability@unbc.ca](mailto:sustainability@unbc.ca).

## Proposal sections

What follows below are the recommended sections for a successful Green Grant proposal. Depending on the nature of the project (e.g. hiring students to undertake survey research vs. purchasing equipment to monitor rainwater), proposals may follow a different format than what is proposed. Regardless of format, all proposals must clearly address the 'six Ws' (i.e., who, what, when, where, why, how).

Proposals must be concise and respect the following page limits:

- *Two (2) pages for preliminary proposals; and*
- *Five (5) pages for the final proposal*

Letters of recommendation/support (if applicable) are not included in the page limit and may be attached as an appendix. If the proposal exceeds the page limit, we will return it to you without it being considered.

The preliminary proposal does not require the same depth as the final proposal. Rather, we expect you to touch on the project description, work plan, budget, public engagement, and closure/sustainability (all described further in the document).



This information is summarized in a proposal template, available on the [Green Fund website](#).

## Project Summary

Please check one: 2 Page Preliminary Proposal <input type="checkbox"/> 5 Page Final proposal <input type="checkbox"/>	
Applicant category:	
SLO <input type="checkbox"/>	Staff/Faculty <input type="checkbox"/> Student(s) with a Staff/Faculty sponsor <input type="checkbox"/>
Other <input type="checkbox"/> (please specify):	
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 recommendations made in the [UNBC Sustainability Strategy](#) 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.
- Demonstrated alignment with the principles of Respect, Relevance, Reciprocity, and Responsibility when engaging Indigenous knowledge, communities, or lands. More information on the 4 Rs can be found here: <https://www.unbc.ca/sites/default/files/sections/indigenous-resource-dati/kirkness-firstnationshigher-1991.pdf>



## 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 [sustainability@unbc.ca](mailto:sustainability@unbc.ca).
- Purchasing – When preparing funding application, take into consideration the money is considered public sector spending and thus [UNBC's Purchasing Policy](#) for procuring goods and services may apply.
- Human Resources – Consider if you are hiring a contractor or UNBC students as part of the project. Distinct policies and procedures apply in each case. You can consult: <https://www2.unbc.ca/policy>

## 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 outside funding (confirmed and pending)
- Amount requested from the Green Fund

## Cashflow Schedule

- Provide a cashflow schedule detailing the timeline of incoming and outgoing funds from the provided funding

## 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 the Sustainability Manager, 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.



### Acknowledgement of the Green Fund

- Describe how you intend to recognize Green Fund funding in your project (branding posters with the Green Fund logo etc.)

### 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.

### Optional Appendix – Projects Involving Indigenous knowledge

If your project involves Indigenous knowledge, land, or community collaboration, please describe how your approach reflects the [4 Rs of Indigenization](#):

- **Respect** for Indigenous perspectives and consent;
- **Relevance** to Indigenous priorities or knowledge systems;
- **Reciprocity** in building mutual benefit and shared outcomes;
- **Responsibility** in upholding ethical and culturally appropriate practices.