



# CAMPUS SUSTAINABILITY GRANTS

## CAMPUS SUSTAINABILITY GRANT

### MAJOR GRANT APPLICATION FORM

Please carefully read the [Campus Sustainability Grant Guidelines](#) prior to completing your application. Failure to follow the Guidelines may result in the return of your submission. All conditions on awards (e.g., ethics approval) must be cleared within six months from the award date, unless an exemption from this requirement is sought and obtained from Energy & Climate Action. If this requirement is not met, the award is forfeited.

#### SUBMISSION INSTRUCTIONS

Please download and complete this application form and email it, along with a scanned copy of the completed signature page and any supporting attachments to [emso@ualberta.ca](mailto:emso@ualberta.ca) by the applicable deadline.

Please include **“Campus Sustainability Grant Application”** in the email subject line.

**Next Intake:**  
May 15, 2024

*Note: The personal information requested on this form is collected under the authority of Section 33(c) of the Alberta Freedom of Information and Protection of Privacy Act and will be protected under Part 2 of that Act. It will be used for the purpose of adjudication and administration of the Campus Sustainability Grants program and related programs delivered by Energy & Climate Action.*

*Direct any questions about this collection to the Manager, Energy & Climate Action at 780-492-4024, [mike.versteeg@ualberta.ca](mailto:mike.versteeg@ualberta.ca) or 1M Cooling Plant on Campus, University of Alberta, Edmonton, Alberta T6G 2N7.*

#### OFFICE USE ONLY

Date Received:	ID# Assigned:
Adjudication Score:	Grant Amount Awarded: \$
Signature:  (Manager, Energy & Climate Action)	Date:

<b>1.0 GENERAL</b>
Short Title of Proposed Project:
Expected Project Start Date (Month/Year):
Expected Project End Date (Month/Year):
Grant Amount Requested: \$

<b>2.0 APPLICANT INFORMATION</b>	
Full Name:	Student Club, Faculty, Department or Central Unit:
Position (if applicable):	
Email:	Mailing Address:
Phone:	
<b>Classification:</b> <input type="checkbox"/> Undergraduate Student <input type="checkbox"/> Graduate Student <input type="checkbox"/> NASA Staff <input type="checkbox"/> ASSUA Staff (Faculty member) <input type="checkbox"/> ASSUA Staff (Admin/Management)	
<b>Have you applied to or received a Campus Sustainability Grant before?</b> <input type="checkbox"/> I have not applied. <input type="checkbox"/> I have applied but not received funding. <input type="checkbox"/> I have applied and received funding.	
<b>How did you hear about the Campus Sustainability Grants?</b> <input type="checkbox"/> Google search <input type="checkbox"/> Email from E&CA <input type="checkbox"/> UAlberta digest newsletter <input type="checkbox"/> Sustainability Council newsletter <input type="checkbox"/> UAlberta website <input type="checkbox"/> Social Media <input type="checkbox"/> Word of mouth <input type="checkbox"/> Departmental email/newsletter <input type="checkbox"/> SUTV <input type="checkbox"/> Other, please describe:	

3.0 FINANCIAL INFORMATION	
<p>Note: Student organizations must be registered with the Student Group Services at the Students' Union. Financial transfers may take 30 days to process.</p>	
<p><b>Payee Name:</b></p> <p><b>Speed Code:</b></p>	<p><b>Billing Address (if different from mailing address):</b></p>

4.0 FACULTY OR STAFF PROJECT SPONSOR INFORMATION	
<p>Note: Student applicants who are not part of a registered student organization must have a University of Alberta faculty or staff project sponsor for the project to whom the funds will be transferred.</p>	
<p><b>Sponsor's Full Name:</b></p> <p><b>Sponsor's Position:</b></p>	<p><b>Sponsor's Faculty, Department or Central Unit:</b></p>
<p><b>Sponsor's Email:</b></p> <p><b>Sponsor's Phone:</b></p>	<p><b>Sponsor's Speed Code:</b></p>

5.0 PROPOSAL
<p>Please complete each section of the proposal.</p>
<p><b>Project Summary.</b> Please provide a brief abstract (<b>less than 200 words</b>) of your project describing what you will do and how it will advance sustainability at UAlberta. This abstract may be edited and published online by the university.</p>
Empty space for the project summary text

**Strategic Alignment**

**How will your project support the sustainability commitment and guiding principles to advance sustainability on our campuses? (200-400 words)**

*(more detail on these principles can be found in the [grant guidelines](#))*

- Improvements in Operations and Practices
- Stewardship
- Research
- Integration
- Education and Outreach

**Campus-Focused Approach.**

Please describe how your proposal will use a campus-focused approach.

How will your project utilize university infrastructure and operations to contribute to understanding campus sustainability challenges or advance sustainability on our campuses? (200-300 words)

**Outcomes.**

What will change at UAlberta as a result of your project?

Do you anticipate any energy, water, waste or greenhouse gas emissions reductions as a result of your project? Please describe and quantify if possible.

Will your project advance an area of academic research or have student learning outcomes? (200-400 words)

**Outputs & Activities.**

What activities will you undertake to complete your project?

What specific outputs will your project produce?

This may also include communicating about your project with others. For example, if you're conducting a research project on campus, will you publish it, create a poster, or otherwise share your results?  
*(150-350 words)*

**Evaluation Plan.**

How will you know if you've achieved your outcomes?  
How will you measure the success of your outputs and activities?  
Your evaluation plan should show clear links to your outcomes, outputs, and activities. *(75-150 words)*

**Approvals**

**Does your proposal require:**

Human ethics approval	Yes [ ]	No [ ]
Animal care certification	Yes [ ]	No [ ]
Biohazard certification	Yes [ ]	No [ ]
Other approvals	Yes [ ]	No [ ]

**Description of other approvals if applicable:**

6.0 BUDGET		
Equipment, Materials, Supplies and Services (provide quotes if available)		
Item	Description	Total Amount (\$)
<i>(insert more rows for additional items)</i>		

Wages (Research Assistant / Other Assistant)				
Position (include name if known)	Qualifications & Responsibilities	Employment Period	Proposed rate of pay	Total Amount (\$)

Travel					
Destination	Mode of Travel (attach airfare quote if applicable)	Vehicle Mileage	Per Diem	# of days	Total Amount (\$)

Budget Summary	
<b>Grand Total Expenses</b>	<b>\$</b>
<b>Total Grant Amount Requested</b>	<b>\$</b>
<b>Total From Other Funding Sources</b> <i>If applicable, please describe additional funding sources:</i>	<b>\$</b>

**7.0 SUBMISSION CHECKLIST**

Please be sure to check off **each** item below to ensure the completeness of your application.

Completed/ Attached	Not Applicable	Requirement
[ ]	[ ]	Letter of Support from Faculty or Staff Project Sponsor (required for student projects with a project sponsor)
[ ]	[ ]	Completed signature page, including any applicable signatures from Department Chair, Dean, or Associate Vice-President
[ ]	[ ]	Completed project budget (Section 6.0 above)
[ ]	[ ]	Funding Agencies, Approvals/Certifications Required
[ ]	[ ]	Quotes for airfare or equipment.

**8.0 ADDITIONAL INFORMATION**

Please note that if your application is successful, you will be asked to agree to the following terms:

- Upon completion of your project, provide Energy & Climate Action (E&CA) with a brief final report including a project summary with key outcomes, any evaluation results, and an expense report.
- Contact E&CA for approval if there are any changes to the project before they occur.
- Return any unspent funds associated with this proposal to E&CA.
- Acknowledge the grant at events, in presentations, publications, reports or outreach associated with your project, with the following statement: "Supported (in part) by the University of Alberta Campus Sustainability Grant Program."
- Pursue Green Spaces Certification for relevant activities & events;  
<https://www.ualberta.ca/vice-president-facilities-operations/projects/energy-management-and-sustainable-operations/green-spaces>

**9.0 SIGNATURE PAGE**

**Short Title of Proposed Project:**

*By signing this application form, you acknowledge that the information provided in this application is accurate, and does not duplicate other sources of funding that may have been provided for this project.*

**Applicant**

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**Printed Name**

**Signature**

**Date**

**Faculty / Staff Project Sponsor**

(required for undergraduate and graduate student applications)

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**Printed Name**

**Signature**

**Date**

**One of the following:**

**Chair of Dept. (or Dean of Faculty)**

(for staff and faculty applications in departments/faculties without an AVP)

**Associate Vice-President (AVP)**

(for staff applications from central units with an AVP only)

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**Printed Name**

**Signature**

**Date**