



# Applying to SAF

When planning your event or project, you should take this entire cycle into consideration. **We strongly suggest submitting applications a minimum of one month in advance of your event or project.**

## Step 1: The Drafting Phase

Identify whether your project is applicable for our (1) student sustainability project funding or (2) the Sustainability Living Labs Funding partnership with Concordia University. Once you have identified the funding you will apply for, use this document to create a draft of your application. This is helpful in developing your project before submitting the final version.

All questions in this orange box are to be filled out by teams applying for the Sustainability Living Labs Funding program. Teams applying for the Sustainability Living Labs must answer all other questions in the application as well as those in the orange box.

## Step 2: Discussion and Feedback

Once the draft application is complete, you can send it to the [Project Coordinator](#) for them to make comments and give feedback. This allows you to have the best application possible that has the highest chances of being approved by the Board of Directors.

Draft applications should be sent to the project coordinator on the first week of every month to allow enough time for reviewing. This leaves ample time for you to edit based on the feedback and before submitting your final application (Step 3).

## Step 3: Submission

Applications are reviewed once per month by our Board of Directors. Using the comments provided by the Project Coordinator, edit and refine your application and re-submit to the [Project Coordinator](#), indicating that it is the final version.

### Deadline for Step Three submissions: 15th of each month

\*NOTE: Any incomplete applications that are submitted to the SAF run the risk of not being considered for funding. This includes but is not limited to missing information; vague, inaccurate, or confusing information; and/or incomplete budgets. For this reason, we strongly suggest sending your draft application to the Project Coordinator as early as possible!

## Step 4: Funding Decision

The Board of Directors will meet once per month following the submission deadline to review, discuss, and allocate funding for all received applications. Once a decision on a project is reached, a notification will be sent to applicants via email.



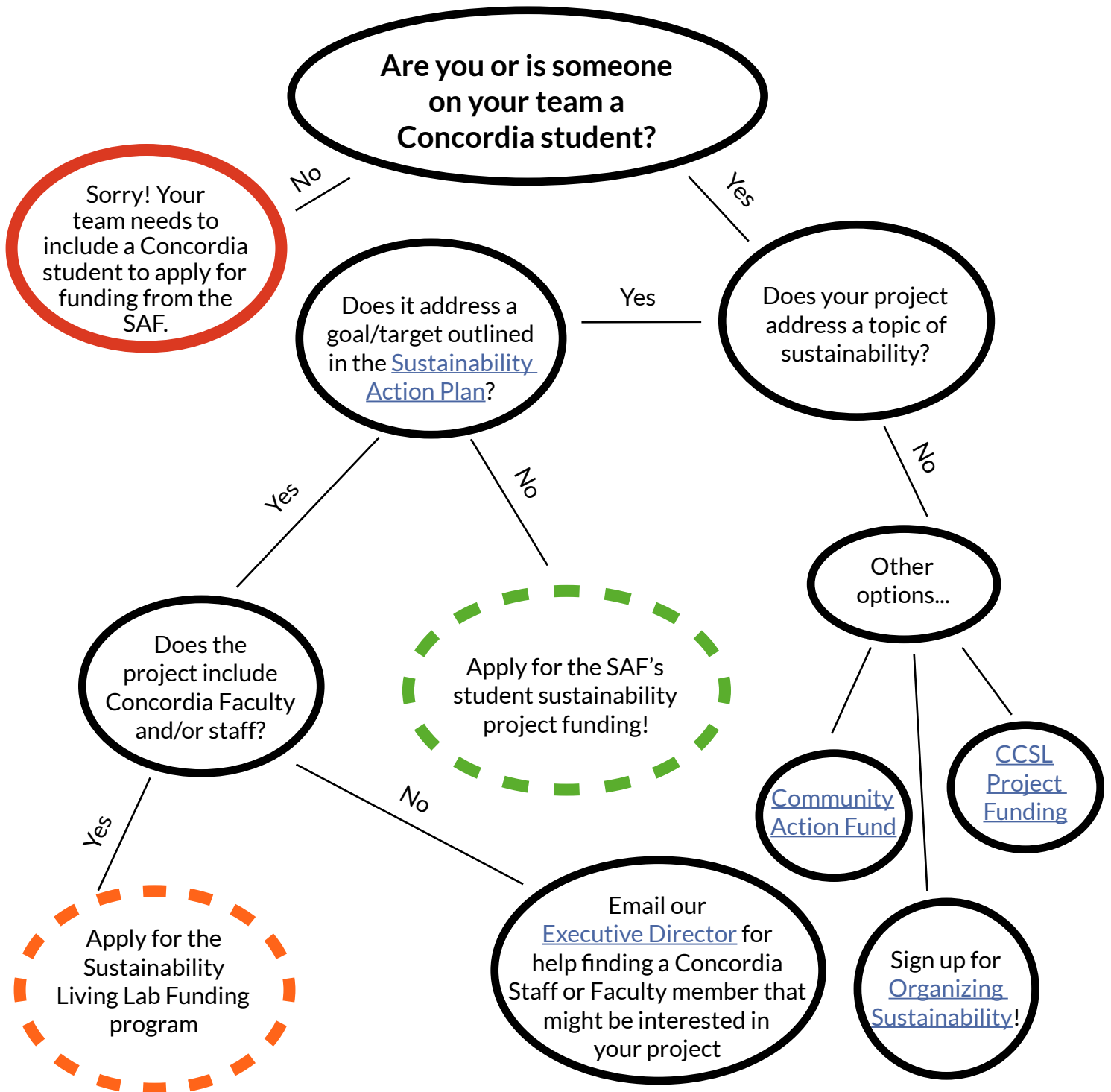
# Table of Contents

<b>SAF Funding Flowchart</b>	<b>1</b>
<b>Part 1: Project Leader Information</b>	<b>2</b>
<b>Part 2: Project Overview</b>	<b>3</b>
<b>Part 3: Budget</b>	<b>7</b>
<b>Part 4: Vision &amp; Goals</b>	<b>9</b>
<b>Part 5: Team &amp; Volunteering</b>	<b>13</b>
<b>Part 6: Outreach &amp; Logistics</b>	<b>14</b>
<b>Part 7: Stakeholders &amp; Timeline</b>	<b>15</b>
<b>Part 8: Accountability &amp; Reporting</b>	<b>17</b>
<b>Part 9: Documents</b>	<b>19</b>



# SAF Funding Flowchart

Use this flowchart to determine what funding to apply for.





# Part 1

## Project Leader Information

The Project Leader is the person with whom the SAF will have direct contact.  
This person must be a Concordia student.

First and Last Name:

Email:

Student ID:

Public Email:

Phone Number:

Years of study remaining:

Program and degree type:

Faculty:

Faculty of Arts and Science

Engineering and Computer Science

Faculty of Fine Arts

John Molson School of Business

Independent

**\*Please only fill out if you are applying for the Sustainability Living Labs Funding Program**

**Please outline the Concordia Staff and/or Faculty project leaders.**

This funding projects must have a staff and/or faculty representative in addition to a student representative. All team leaders (student and staff/faculty) will be included in communications from the SAF.

**Concordia Staff Member**

First and Last Name:

Email:

Faculty/ Department:

**Concordia Faculty Member**

First and Last Name:

Email:

Faculty/ Department:



# Part 2

## Project Overview

**Project Title:**

**Project Start Date:**

**Project End Date:**

**Type of Project:**

A **one-time project** may include a conference, campaign, workshop, or etc. Whereas a **recurring project** would be a one-time project that occurs on an annual or bi-annual basis. An **ongoing operation** is a project that has a longer-term presence at Concordia University, such as a cooperative business, a reuse centre, non-profit, etc.

**Project Event Date:**

*Please indicate the date of any one-time or recurring events related to your project.*

**Type of Funding you are applying for:**

SAF Student Project Funding



Sustainability Living Lab Funding Program



**What themes does your project address? Please select two (2) of the following:**

Click [here](#) to find descriptions of the SAF's sustainability themes.

Food

Social Justice

Education

Waste

Community

Energy, Resources & Technology

Health & Wellbeing

**What sustainability topics does your project address?**

Please select three (3) from the list below:

Climate change

Pollution (air, water, land, light, noise, etc)

Environmental justice

Wildlife conservation and biodiversity issues

Resource depletion and waste management

Sustainable production and consumption

Sustainable transportation

Community building

Community economic developments and  
alternative business models

Transformative justice

Abolition

Poverty and Income Inequality

Labour Issues

Food security and sovereignty

Gender and Sexuality

Indigeneity

Race and Ethnicity

Human health and Wellness

Accessibility (ableism, disability, etc.)

Access to and democratization of knowledge

Other:



**Project Abstract (~250 words):**

*Imagine the abstract as your elevator pitch, a short description you can give to someone in 30 seconds. Summarize all pertinent information about your project, including the purpose, forecasted results, and impacts.*



**Is your project part of an existing campaign, project, or organization at Concordia University?**

*If yes, please provide the information below:*

**Group Name:**

**Group Type:**

**If other please explain:**





# Part 3

## Budget

### Where do you plan to allocate SAF funding?

Please select all that apply. To see a list of expenses the SAF has been known to fund or reject click [here](#).

Outreach and Marketing

Purchase of Equipment / Materials /Software

Space Purchase / Rental

Catering / Food

Honorarium/Wages

Other

**If other please explain:**

### Budget:

Click [here](#) for access to the SAF's multiple budget templates. Please make a copy of the budget templates that apply to your project and submit with your application.

In the Google Drive folder linked above you will find two (2) budget templates:

- SAF's **Standard budget** template
- **Extended Timeline Project budget** template- for projects that have multiple phases, are longterm, or are recurring



**Total project expenses:**

**Total funds requested from the SAF:**

**Please identify any other funding resources or potential sources of income. If you are receiving funding from sponsors, please provide a list of the sponsors to ensure there is no conflict with SAF's mandate.**

**How would the project be impacted if only partial funding from the SAF was received? If no funding was received?**

**If you are a long-term or recurring project, how are you going to develop long-term financial sustainability?**

**What resources could the SAF provide for your project other than monetary support? For example; accessibility resources for an event, communications and outreach, tips for applying to other funders, Indigenous ally best practices, etc.?**



# Part 4

## Vision & Goals

**Please outline the Bigger Picture of your project (~500 words)**

*This must include:*

- Overall vision and legacy of your project
- Short, medium, and long-term goals



SUSTAINABILITY  
ACTION FUND

[www.safconcordia.ca](http://www.safconcordia.ca)

**Bigger Picture continued...**



How does your project contribute to building a culture of sustainability at Concordia?

**\*Please only fill out if you are applying for the Sustainability Living Labs Funding Program\***

What goal(s) or target(s) of Concordia University's [Sustainability Action Plan](#) does your project address? **Choose up to three (3)**. See the numbered list of goals and targets [here](#).

Please check off the stream your project address and select the specific goal(s) and target(s) by its assigned number available at the link above. Multiple selections per stream is allowed but no more than 3 total. **Hold Command (Mac) or Ctrl (PC) to select multiple items in list.**

1. Food

2. Waste

3. Climate

4. Research

5. Curriculum



**Through which methods will your project address the goal(s) / target(s) identified?**

*Please check all that apply.*

Engagement, education, and awareness

Data or knowledge that supports Concordia University's progress towards the goal / target

Applied project making use of physical campus space

Applied project involving campus programming or operations

**How does your project contribute to the goal(s) or target(s) you identified above?**

*Please provide any estimated quantitative or qualitative outcomes from your project's contributions to the goal(s)/target(s) identified.*



# Part 5

## Team & Volunteering

**Team members:**

Please include the personal information of all group members involved in the project. This may include students, staff, faculty, and community members. For non-students, you may only fill in the fields that are applicable. If your team exceeds the number of spaces provided, please use this [link](#) to provide the information for ALL team members involved in the project and submit it with your application.

First and Last name	Student/ Employee ID	Years of Study Remaining	Degree Type	Faculty	Department	Roles(s)/ Position



# Part 6

## Outreach & Logistics

The impact on the Concordia community is important to the SAF. Please provide an outreach plan for your project for achieving visibility and mobilizing support from the Concordia community: (~300 words)

- *How will your project engage Concordia students?*
- *Approximately how many students does your project hope to engage?*





# Part 7

## Stakeholders & Timeline

**Please identify all stakeholders involved in the successful implementation of this project.**

*Descriptions may include their roles, whether they have been contacted, their importance to the success of your project, and any responses you have received from them. If possible, please include a letters of support from major stakeholders (such as Concordia Staff, Faculty Members, Community Organizations, Other Student groups/associations, etc.)*



In the table below, please provide a detailed timeline of the tasks and activities that will ensure successful project implementation.

Remember, the SAF rarely offers retroactive funding to projects.

If your project has multiple events, please use the timeline provided [here](#) and submit with you application.

Task	Deadline	Team member in charge



# Part 8

## Accountability & Reporting

How will you ensure that your project is transparent and accountable to Concordia students and community members?

Please tell us how you would promote the SAF if you were to receive funding?

Please list at least seven (7) other quantitative indicators to evaluate the general success of your project.

[Click here](#) to find out some examples of the SAF's list of quantitative indicators. If applying for SLLFP please identify how you will measure the success of the goal(s) / target(s) of the [Sustainability Action Plan](#) that your project will address.



**\*Please only fill out if you are applying for the Sustainability Living Labs Funding Program\***

**An aim of the Sustainability Living Labs Funding Program is to support sustainability-related experiential learning on Concordia campus. Please identify at least one learning outcome you predict for the students involved in the project, and for each learning outcome include the following:**

1. Learning Outcome- what the student will learn
2. Method- how the student will learn it
3. Motivation- what the student will gain, or be able to do, once they learn it

*\*Learning outcomes can include (1) core knowledge and skills: related directly to fields of study, (2) transferable knowledge and skills: communication, self-awareness, social responsibility, etc.*



# Part 9

## Documents

Please provide supporting documents by attaching them in the same email as your application.

Files which may be important to include:

- CV for any individuals paid for doing specific labour (project coordinator, etc.)
- Project Logo and/or any other graphic materials for outreach
- Letters of support from stakeholders (max 3)
- Design mock-ups or speculative representations of your project
- If applicable,
  - [specific budgets](#) for multiple or recurring projects or for honorariums (from **Part 3: Budget**)
  - [extended list of team members](#) if the list provided was not enough (from **Part 5: Team and Volunteering**)
  - [extended timeline of events](#) if multiple or recurring (from **Part 7: Stakeholders and Timeline**)

## How did you hear about us?

How did you hear about the Sustainability Action Fund?

Facebook

Instagram

SAF Website

Concordia Website/ Promotional Material

Word of mouth

Professor

Posters

Peers

Other

If other, please elaborate: