

# Special Projects Funding Program

## Application Overview:

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 **Special Project Funding Program (SPFP)** or the **Sustainability Living Labs Funding partnership (SLLFP)** with Concordia University. Once you have identified you will be applying to the Special Project Funding Program, use this document to create a draft of your application. This is helpful in developing your project before submitting the final version.

**This application form is to be used solely for SAF's Special Project Funding Program applications.** For the Sustainability Living Labs Funding Program, please use the SLLFP application form.

## 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.

**Rolling deadline for SPFP final submissions: the 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.

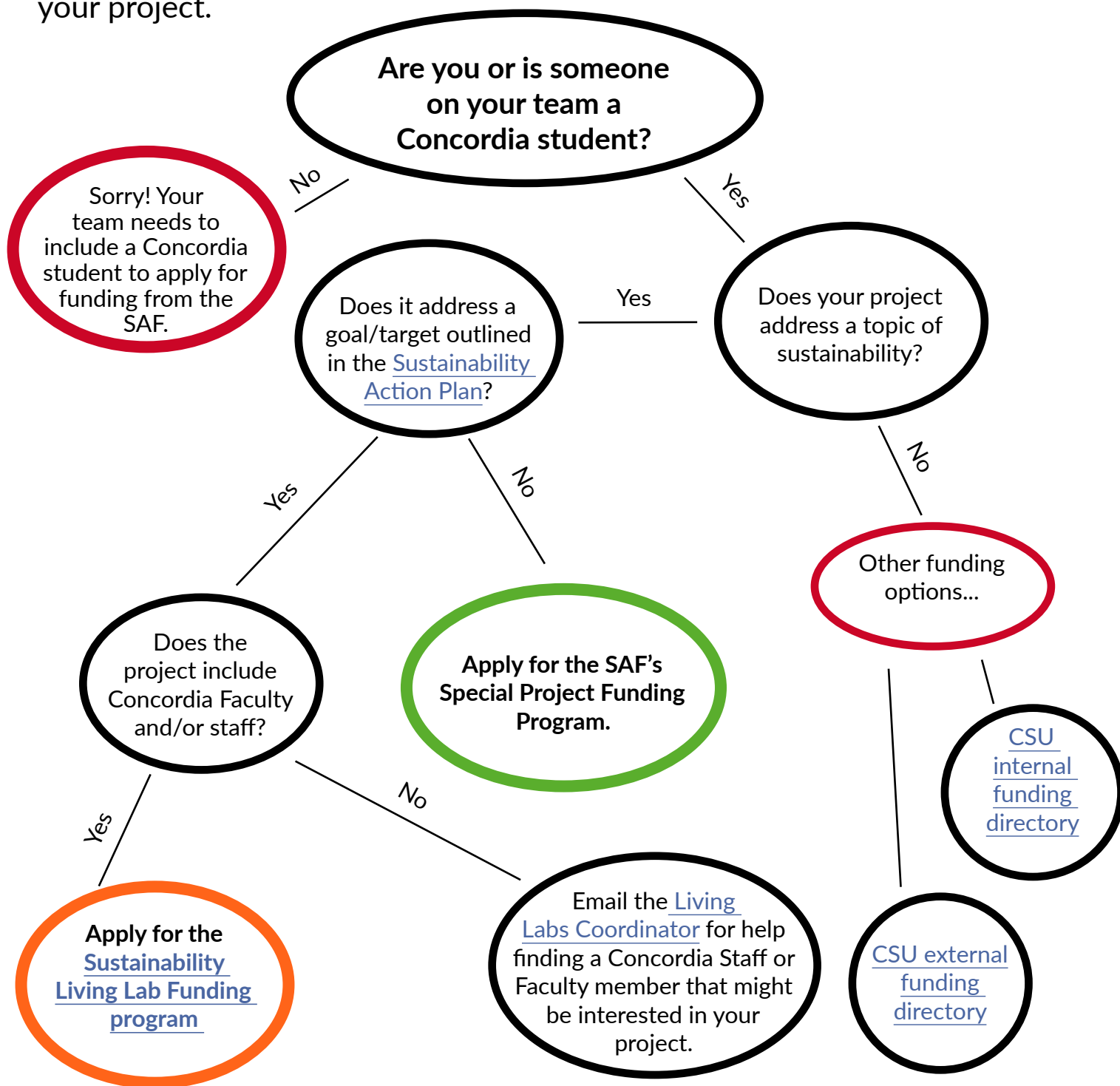
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# SAF Funding Flowchart

Use this flowchart to determine which funding program is most relevant to your project.



# Part 1

## Project Leader Information

**1.1** 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

# Part 2

## Project Overview

### 2.1 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.

### 2.2 Project Event Date:

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

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

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

- |                                    |   |   |                                |
|------------------------------------|---|---|--------------------------------|
| <input type="checkbox"/> Food      | <input type="checkbox"/> Social Justice                 | <input type="checkbox"/> Education          | <input type="checkbox"/> Waste |
| <input type="checkbox"/> Community | <input type="checkbox"/> Energy, Resources & Technology | <input type="checkbox"/> Health & Wellbeing |                                |

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

Please select three (3) from the list below:

- |  |   |
|--|---|
| <input type="checkbox"/> Climate change  | <input type="checkbox"/> Poverty and Income Inequality              |
| <input type="checkbox"/> Pollution (air, water, land, light, noise, etc)                 | <input type="checkbox"/> Labour Issues                              |
| <input type="checkbox"/> Environmental justice   | <input type="checkbox"/> Food security and sovereignty              |
| <input type="checkbox"/> Wildlife conservation and biodiversity issues                   | <input type="checkbox"/> Gender and Sexuality                       |
| <input type="checkbox"/> Resource depletion and waste management                         | <input type="checkbox"/> Indigeneity                                |
| <input type="checkbox"/> Sustainable production and consumption                          | <input type="checkbox"/> Race and Ethnicity                         |
| <input type="checkbox"/> Sustainable transportation                                      | <input type="checkbox"/> Human health and Wellness                  |
| <input type="checkbox"/> Community building  | <input type="checkbox"/> Accessibility (ableism, disability, etc.)  |
| <input type="checkbox"/> Community economic developments and alternative business models | <input type="checkbox"/> Access to and democratization of knowledge |
| <input type="checkbox"/> Transformative justice  | <input type="checkbox"/> Other:                                     |
| <input type="checkbox"/> Abolition   |   |

**2.5 Project Abstract (around 500 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.*

**2.6 Is your project part of an existing campaign, project, or organization at Concordia Univer-**

*If yes, please provide the information below:*

**Group Name:**

**Group Type:**

**If other please explain:**



# Part 3

## Budget

### 3.1 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](#).

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Outreach and Marketing | <input type="checkbox"/> Purchase of Equipment / Materials /Software | <input type="checkbox"/> Space Purchase / Rental |
| <input type="checkbox"/> Catering / Food        | <input type="checkbox"/> Honorarium/ Wages                           | <input type="checkbox"/> Other                   |

If other please explain:

### 3.2 Budget Template:

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

### 3.3 Expenses

Total project expenses:

Total funds requested from the SAF:

**3.4 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.**

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

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

**3.7 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

**4.1** Please outline the “Bigger Picture” of your project (around 750 words).

*This must include:*

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



The “Bigger Picture” continued...

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

# Part 5

## Team & Volunteering

### 5.1 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

**6.1** 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: ( Around 300 words).

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

# Part 7

## Stakeholders & Timeline

### **7.1 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 letter of support from major stakeholders (such as Concordia Staff, Faculty Members, Community Organizations, Other Student groups/associations, etc).*





**7.2 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

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

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

**8.3 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.

# Part 9

## Documents

**9.1 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?

**9.2 How did you hear about the Sustainability Action Fund?**

- |  |                                    |                                      |  |
|--|------------------------------------|--------------------------------------|--|
| <input type="checkbox"/> Facebook      | <input type="checkbox"/> Instagram | <input type="checkbox"/> SAF Website | <input type="checkbox"/> Concordia Website/ Promotional Material |
| <input type="checkbox"/> Word of mouth | <input type="checkbox"/> Professor | <input type="checkbox"/> Posters     | <input type="checkbox"/> Peers                                   |
| <input type="checkbox"/> Other         |                                    |                                      |  |

If other, please elaborate: