

# 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

**This application form is for the Special Projects Funding Program (SPFP) only**

*Please Note: The Sustainability Living Labs Funding Program (SLLFP) is now closed and no longer accepting applications.*

Once you have identified that you will be applying to the Special Project Funding Program, use this document to create a draft of your application. This guidance is helpful in developing your project before submitting the final version.

## Step 2: Discussion and Feedback

Once the draft application is complete, you are encouraged to send it to the Project Coordinator at [projects@safconcordia.ca](mailto:projects@safconcordia.ca) for comments and feedback. This step helps ensure that your proposal is clear, complete, and aligns with SAF's funding criteria, giving it the best chance of being approved by the Board of Directors.

To allow enough time for review and revisions, we recommend sending your draft at least two weeks before the application deadline you are aiming for. This gives you ample time to receive feedback, make any necessary edits, and submit a strong final application by the deadline listed in Step 3.

For reference, see the submission deadlines under step 3 and plan your draft submission accordingly.

## Step 3: Submission

SAF now accepts applications on a rolling basis with fixed deadlines, with decisions made twice per semester. Please review the application deadlines on the following page

## Step 4: Funding Decision

Decisions may take longer depending on board availability and unforeseen circumstances. Once a decision on a project is reached, a notification will be sent to applicants via email. Applicants that miss a deadline will be considered for the next deadline.



## FALL SEMESTER

### Funding Period 1

Opening Date: July 15,  
Closing Deadline: September 1st  
Decision Deadline: End of September

### Funding Period 2

Opening Date: September 15th  
Closing Deadline: November 1st  
Decision Deadline: End of November

## WINTER SEMESTER

### Funding Period 1

Opening Date: December 15th  
Closing Deadline: January 15th  
Decision Deadline: Mid February

### Funding Period 2

Opening Date: February 15th  
Closing Deadline: March 1st  
Decision Deadline: End of March

## SUMMER SEMESTER

### Funding Period 1

Opening Date: March 15th  
Closing Deadline: May 1st  
Decision Deadline: End of May

### Funding Period 2

Opening Date: June 15th  
Closing Deadline: July 1st  
Decision Deadline: End of July



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# 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 University?**

*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:

#### 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



SUSTAINABILITY  
ACTION FUND

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

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:**