

DALHOUSIE STUDENT UNION SUSTAINABILITY OFFICE

FALL 2017 GREEN GRANT APPLICATION

Since 2007, the Dalhousie Student Union Sustainability Office (DSUSO) has been a student funded service that strives to create a culture of sustainability within the Dalhousie Student Union (DSU), Dalhousie University, and the community at large.



DSUSO holds three general funding rounds per year; one per semester. Applicants may apply for any amount; however, individual applicants will not be permitted. Applications must be submitted as a group (e.g. student society, school group project, etc...). The DSUSO grant application process aims to be a fair and efficient process to all individuals and organizations. Applications will be reviewed at the first DSUSO Steering Committee meeting after the funding round is complete.

DSUSO's Objectives

Broadly, the work DSUSO does and supports fall into three main categories: advocacy, solidarity, and education. DSUSO's goals for the 2017-18 year are to increase our support for community-based initiatives, to contribute to the work of decolonizing the institution of Dalhousie University, to advocate for sustainable change on campus, to help educate students about sustainability issues by getting them outdoors, to foster connections and collaboration between sustainable groups on campus, and to foster the involvement of students from all faculties in sustainability initiatives. Any proposed projects that help us work towards these goals will be given preference.

The following objectives provide additional details on the qualities in projects DSUSO wishes to support with our Green Grants. Projects do not need to address all of these objectives, but projects proposals that do not demonstrate commitment to any of the objectives will be given lower preference to those that do demonstrate commitment to one or more of these objectives.

1. Sustainability and/or environmental justice related

Applicants are responsible for demonstrating why their project is relevant to sustainability and/or environmental justice.

Sustainability and/or environmental justice-related projects may include:

- Implementing and funding student-run environmental and social sustainability initiatives on campus.
- Inspiring environmentally conscious and environmental-justice oriented thinking in the community by hosting events and workshops that challenge and inspire students to action.
- Building capacity in societies, student groups, and spaces to better cultivate sustainable initiatives.
- Motivating behavioural change that reflects sustainable practices.
- Engaging with key decision making bodies within the DSU and Dalhousie to promote decision-making that fosters ethical and environmental responsibility and accountability.

2. Local focus

Preference will be given to projects that take place on Dalhousie campus, in the Halifax Regional Municipality and/or in Nova Scotia that contribute to the community in which they take place.

Proposals where a large amount budgeted is allocated to travel (either of applicants or of invited participants) will not be given priority. Applications requesting travel funding for events outside of Nova Scotia must justify with strong arguments how the expense can have a sustainable impact on local efforts or communities upon return of the applicant(s).

It is an asset (but is not required) that projects include a public education component with a focus on the Dalhousie campus, so as to ensure inclusion of our core membership.

3. Marginalized Populations

Preference will be given to initiatives that are run by, or are in solidarity with, 'marginalized' groups including but not limited to racialized persons, women, persons with disabilities, LGBTQ+ persons, Indigenous persons, etc.

4. Limited Funding Opportunities

Initiatives that may have limited access to funding from the government, corporations or other NGOs will be given preference. These limitations may be due to an ethical or moral conflict of interest, or because of controversial content.

5. Redundancy and Viability

Preference will be given to projects that are viable (realistic in its scope) and are not redundant (not already covered in the city by other groups).

6. Innovation, Continuity, and Recurring Applicants

Preference will be given to projects that are new and looking to get off the ground. Projects related to ongoing struggles, movements, and communities, and to projects that demonstrate working relationships with local groups and organizations, including DSUSO, are also considered.

We will accept multiple applications from the same project, with a maximum funding limit of \$2000 per project per year.

7. Anti-Oppression framework

Preference will be given to applicants that demonstrate an understanding of an anti-oppression framework and how it relates to their proposal.

8. Decolonization

Preference will be given to projects that work to decolonize the institution of Dalhousie University or to support Indigenous-led water or land protection.

Other Helpful Notes for Applicants:

- Applications are stronger if they are more exact. Providing exact quotes and estimates will make your application stronger than if you guess at how much things will cost.
 - **Example of a strong application:** \$172.50 for a megaphone from Long & McQuade (\$150 + 15% tax)
 - **Example of a weak application:** \$200 for "Supplies"
- Applying for the full \$1000 "just because you can" does not increase your chances of getting it. All proposed expenses must have quotes or be justified in the project description.

- It does not increase your chances of being funded to keep secret other sources of funding. The funding committee can usually tell if a project looks like it has funding or support from another source; your application is always stronger if it is up-front and clear.
- Projects that involve work for school or university credit are permitted to apply. These applications will be evaluated using the same criteria as all other projects; they will not be granted special priority or be immediately rejected.
- We accept recurring funding applications from the same project, and encourage ongoing working relationships with DSUSO. There is a maximum funding limit of \$2000 per project per year.
- The amount of money allocated for projects may depend on how many requests there are in a particular funding round and doesn't necessarily reflect the value the board places on the project (ie. A project may receive more money if they've applied in a less competitive funding round).
- Applications for retro-active funding are permitted.

Application Procedure

Please submit application in a single .pdf document via email (dsustain@dal.ca) to the DSUSO staff before the end of the funding round. Paper applications may be delivered to the DSUSO office (SUB, 3rd floor). By request, DSUSO staff will be made available for support and advice on applications.

Approved grants will only be administered upon submission of receipts or pay statements. In the event that receipts or pay statements are not available, case-by-case arrangements must be made with the DSUSO staff.

Follow Up Procedure

Applicants will be contacted within **two weeks** after project completion and required to send a brief report outlining an evaluation of the project. The follow up report must be emailed to dsustain@dal.ca. The intent of the follow-up report is to give the applicants the opportunity to reflect on their experience, and to contribute to a collection of resources made available to students through DSUSO. DSUSO may also contact applicants periodically in the future to receive updates on ongoing projects, and to include information in our newsletters.

PLEASE NOTE: Failure to meet the funding conditions as stated may result in the revocation of pre-approved funding.

Application Form

- Deadline for applications is 5:00pm on October 23rd, 2017.
- Please submit this application form to dsustain@dal.ca, or in person at the DSUSO office (Dalhousie Student Union Building, 3rd floor).
- If submitted electronically, we accept the following file formats: .doc, .docx, .pdf, .odt
- If submitted electronically, the file name must include 1) your name or your project's name, and 2) the words "Funding Application"



Date:

Project Title:

Contact Name(s):

Phone Number(s):

Email Address(es):

Amount Requested from DSUSO (\$1000 maximum):

Project Objectives

What are your project goals? Be specific: how will you gauge the success of your project?

Project Description

Describe the details of your project: location, participants, outcomes, etc.

Project Budget

Provide a detailed budget for your project. This must include:

- The amount requested from DSUSO
- **ALL** other funding sources and other potential sources of funding that are being requested. (*failure to disclose another source of funding may result in your grant being revoked*)
- Your projected expenses.
 - Please Note: the more detail you provide, the stronger your application will be! Projected quotes are helpful.
 - For example:
 - Great application: \$175 for 1500 stickers, with a quote provided from a store
 - Poor application: \$200 for campaign supplies (with no other detail provided)

Project Timeline

Start date and end date of your project, and a proposed timeline of when stages of work will be completed.

History of Collaboration

If your project has a previous relationship with DSUSO, can you describe it? (This is for our records; groups new to working with DSUSO are still treated equally!)

Sponsorship

If funded, would it be possible to communicate/indicate DSUSO sponsorship? How would you do this? (We can provide logos, etc., for this purpose)