Sustainability Living Lab Funding Program (SLLFP) application

# STEP 1

**The idea phase**

### Ensure that your project qualifies for the Sustainability Living Lab Funding Program by verifying your project against the [funding flowchart](#_bookmark1), and get support to develop your project idea by reaching out to the [Sustainability Living](mailto:sandra.mouafonouadje@concordia.ca) [Lab Coordinator](mailto:sandra.mouafonouadje@concordia.ca) at the Office of Sustainability.

If you would like to apply for the Sustainability Action Fund’s [Special Project Fund](http://www.safconcordia.ca/apply-for-funding/before-you-apply/), please refer to that program’s unique application process.

# STEP 2

**Drafting and feedback**

### Once you have verified your project’s eligibility for the Sustainability Living Lab Funding Program, draft your application well before deadline and send it to both the [Project Coordinator](mailto:projects@safconcordia.ca) at the SAF and the [Sustainability Living Lab](mailto:sandra.mouafonouadje@concordia.ca) [Coordinator](mailto:sandra.mouafonouadje@concordia.ca) at the Office of Sustainability for them to offer support and feedback.

This allows you to develop the best application possible and gain a higher chance of being approved by the Sustainability Living Lab Funding Program (SLLFP) Committee.



**Submission**

STEP 3

**Applications for the SLLFP are reviewed once per semester by the SLLFP Committee. The semesterly application periods are as follows:**

* **Fall Semester is open from September 15 to October 27, 2023**
* **Winter Semester is open from January 15 to February 23, 2024**

NOTE: Any incomplete applications that are submitted 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.

Should you require any additional support or help in refining your application prior to submission, please contact the [Sustainability Living Lab Coordinator](mailto:sandra.mouafonouadje@concordia.ca) at the Office of Sustainability.

Send your completed application to [SLLFP@concordia.ca](mailto:SLLFP@concordia.ca) by the program deadline.

# STEP 4

**Funding decision**

**The SLLFP Committee will meet after the end of each application period to review, discuss, and allocate funding for all received eligible applications. Once a decision on a project is reached, a notification will be sent to applicants via email.**



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CONCORDIA FUNDING FLOWCHART

**Use this flowchart to determine the right funding for you!**

Does your project offer a leadership opportunity for one or more students?

NO YES

Sorry, you must have or plan to have a student on your project leadership team.

Does your project offer experiential learning opportunities to one or more students?

NO YES

You need to provide an experiential learning opportunity for one or more students to qualify for SLLFP funding.

[**Click her**](https://www.concordia.ca/academics/experiential-learning/in-practice.html)**e** to learn more about

Does your project address one or more of the 5 streams of the [Sustainability Action Plan](https://www.concordia.ca/sustainability/about/action-plan.html)?

experiential learning.

NO

YES

bil

You can review other funding opportunities [here](https://www.concordia.ca/students/life/funding.html) if you are a student, and [here](https://www.concordia.ca/research/for-researchers/funding/internal-awards.html?utm_source=redirect&utm_campaign=internal-funding-awards.html) if you are faculty.

Does your project include a faculty and/or staff member?

NO

YES

Contact [sandra.mouafonouadje@concordia.ca](mailto:sandra.mouafonouadje@concordia.ca) for assistance in finding the appropriate faculty and/or staff member to support the project.

APPLY FOR THE SLLFP!

 

\*\* All listed project leads will be included in communications from the SLLFP unless their email address is left blank.

**Project leader(s) information**

PART ONE

### Project leadership team

Project leads must include representation from faculty and/or staff as well as include at least one student. Note that if the student is not already part of the leadership team but there are plans to recruit one, submitting teams must fill out question 1.2 below.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **First and last name** | **Email address\*\*** | **Concordia affiliation (student, faculty, staff)** | **Group / department / campaign / initiative** | **Team role(s)**  **/ position** | **Anticipated # of hours worked on project** |
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### Student leadership

Project teams comprised of faculty and/or staff must demonstrate that one or more students will become involved on the project leadership team. Please break down the nature of involvement, tasks and expected timeline for their inclusion on the project. (~100 words)



PART TWO

**Project overview**

### Project details

Project title:

Project start date:

Project end date:

Project event date(s) (if applicable):

### Project purpose

Please clarify what the aim(s) of your project are (~100 words)



### Project themes

Please select up to two (2) from the list below. Click [here](https://www.safconcordia.ca/apply-for-funding/before-you-apply/) to find descriptions of the SAF’s sustainability themes.

Food Waste

Energy Resources & Technology Health & Wellbeing

Social Justice Community Education

### Project topics

Please select up to three (3) from the list below by holding the "control" key and clicking.

Select up to 3

Abolition

Access to and democratization of knowledge

Accessibility (ableism, barrier removal, people with diabilities, etc.) Climate change

Community building

Community economic development and alternative business models Environmental justice

Food security and sovereignty Gender and sexuality

Human health and Wellness Indigeneity

Labour issues

Pollution (air, water, land, light, noise, etc.) Poverty and Income Inequality

Race and ethnicity

Resource depletion and waste management Sustainable production and consumption Sustainable transportation

Transformative justice

Wildlife conservation and biodiversity issues



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### Sustainability Action Plan topics

What stream topics of Concordia University’s [**Sustainability Action Plan**](https://www.concordia.ca/sustainability/about/action-plan.html)does your project address? Pease select up to three (3) from the sections below.

## Sustainable Food Systems

Sustainable or fair trade food procurement

Food scarcity/security

Urban agriculture Other:

## Zero Waste

Zero waste events (includes food and drinks)

Zero waste procurement & reuse Zero waste labs

E-waste

Supporting local communities and economies

Other:

## Climate Action

Buildings and energy Transport Investments

Greening and adaptation Community resilience Other:

 

## Sustainability in Research

Sustainability or SDG-related research Sustainable research practices Other:

## Sustainability in Curriculum

Development of new sustainability courses or modules / units

Development or enhancement of pedagogical approaches for nurturing sustainability competencies

Development of immersive sustainability education experiences for students

Other:

Course # (if applicable):

### How would your project contribute to each of the Sustainability Action Plan stream topics that you identified above? (~250 words)



### Through which methods will your project contribute to the Sustainability Action Plan stream topics that you identified above? Please check all that apply and specify.

Engagement, education, and awareness:

Research, data or knowledge that supports Concordia’s progress on the topic:

Applied project making use of physical campus space:

Applied project involving Concordia programming or operations:

### Planning sustainable events

If your project involves an event that will span multiple days and / or involve 500 people or more, please fill out the [Sustainable Event Checklist](https://www.concordia.ca/content/dam/concordia/services/sustainability/docs/Hub/living-lab/SLLFP_Sustainable-event-checklist.docx) and attach it with your application.

As well, have you [considered Sustainable Event Certification?](https://www.concordia.ca/sustainability/get-involved/tools-resources/event-guide-certification.html) It is a voluntary and free service available to all members of Concordia who wish to take measurable action in making their events more sustainable. Please contact [sustainable.events@concordia.ca](mailto:sustainable.events@concordia.ca) for information or support.

Yes, we're already certified! Yes, we have begun the process

No, but we plan to

No, and we don’t plan to

 

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### Project Abstract

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. (~250 words)

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### Project stakeholders

Is your project collaborating or partnering with another group, department, campaign, or initiative? Please complete the table below for each stakeholder involved in the project.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Group / department /** **campaign / initiative** | **Contact name** | **Contact email\*\*** | **Amount of financial contribution (if applicable)** | **Internal to Concordia or external?** |
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\*\* We will only contact the stakeholder if we have questions about their involvement.

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PART THREE

**Budget**

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

Please select all that apply. To see a list of eligible expenses [click here](https://www.concordia.ca/sustainability/living-lab/living-lab-funding-program/application.html#budget).

Honorarium Salary / wages

Space / venue rental Catering / food

 Outreach / marketing  Software

 Equipment Other:

### Budget

Click [here](https://www.concordia.ca/content/dam/concordia/services/sustainability/docs/Hub/living-lab/SLLFP_Budget-form.xlsx) to download the project budget. Please fill out only the fields that are applicable for your project and submit the completed budget with your application.

Estimated total project expenses: Total funds requested from the SLLFP: Other sources of funding:

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### Sponsorships

If you are receiving funding from sponsors, please list them here so that we can ensure that there is no conflict with the SAF or Office of Sustainability’s mandate.

### Long-term financial sustainability

If you expect for your project to have additional phases, or to be established in the long-term, what is your plan to develop long-term financial sustainability?

(~50 words)

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### Funding impact

How would the project be impacted if no or only partial funding was received from the SLLFP? (~50 words)

### Other resources

What resources could the SAF and Office of Sustainability provide for your project other than monetary support?

Support in finding additional project partners

Tips for aligning your project with other funding programs

Promotion of your project or event

Support in making your event more sustainable, accessible, and inclusive

Allyship best practices Other:

PART FOUR

**Vision and goals**

### Project goals

How will your project benefit the Concordia community, operations or campus in the short, medium and long term? What do you aim for the legacy of your project to be? (~ 400 words)

**Outreach and volunteering**

PART FIVE

### Community engagement

Engagement with the Concordia community is important to the SLLFP. Please provide an outreach plan for achieving project visibility and mobilizing participation from the Concordia Community. (~100 words)

* + - *How will your project engage Concordia students?*
    - *How will you ensure you are reaching a diverse population of people when promoting your project?*
    - *Approximately how many students does your project hope to engage?*

### Volunteers

*If your project requires volunteers, please outline how you will recruit them and ensure an equitable treatment for their labour? You may wish to consider the* [*LIVE*](https://www.concordia.ca/students/volunteering.html)[*Centre*](https://www.concordia.ca/students/volunteering.html)*, the* [*Sustainability Volunteer Program,*](https://www.concordia.ca/sustainability/get-involved/volunteer.html) *and the Loyol*[*a College for Diversity*](https://www.concordia.ca/artsci/loyola-college-diversity-sustainability/programs.html)[*and Sustainability minor Internship*](https://www.concordia.ca/artsci/loyola-college-diversity-sustainability/programs.html)*.(~100 words)*

### Promotion

How would you promote the SAF & Office of Sustainability if you were to receive funding? (~50 words)

PART SIX

**Workflow and reporting**

### Task list

In the table below, please provide a detailed timeline of the tasks and activities that will ensure successful project implementation. (continued on the next page)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Task** | **Team member responsible** | **Deadline** | **Relevant stakeholder(s) (if applicable)** | **Estimated # hours dedicated to the task** |
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| **Task** | **Team member responsible** | **Deadline** | **Relevant stakeholder(s) (if applicable)** | **Estimated # hours dedicated to the task** |
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### Project indicators

Please list 4-8 indicators that you will measure as part of your project in order to gauge its outcomes. Note that you will be asked to include the results as part of the final report. You can find a list of examples from the SAF [here.](https://www.safconcordia.ca/apply-for-funding/before-you-apply/#metrics)

### Accountability

How will you ensure that your project is transparent and accountable to Concordia students and community members? (~50 words)

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### Experiential learning

An aim of the Sustainability Living Lab Funding Program is to support sustainability-related [experiential learning](https://www.concordia.ca/academics/experiential-learning.html) on the Concordia campus. Please identify at least one learning outcome you predict for the students involved in the project, and outline the method and motivation as indicated below. (~250 words)

* + - Learning Outcome (what the student will learn)
      * Core knowledge and skills (related directly to fields of study)
      * Transferable knowledge and skills (communication, self-awareness, social responsibility, etc.)
    - Method (how the student will learn it)
    - Motivation (what the student will gain, or be able to do, once they learn it)

### Reporting

Upon project completion, exit interviews will be conducted in order to review the project process and get feedback about your experience. Project teams will also be asked to complete a final report, upon submission of which they will be provided with one-page project outcomes summary including key progress indicators. Please indicate who will be responsible for filling out the final report and who will be attending the exit interview.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **First and last name** | **Concordia ID** | **Email address** | **Will fill out final report (Y/N)** | **Will be present at the exit interview (Y/N)** |
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PART SEVEN

**Documents**

### Please provide supporting documents by attaching them in the same email as your application. Use this checklist to ensure that you have all applicable documents.

Completed [project budget](https://www.concordia.ca/content/dam/concordia/services/sustainability/docs/Hub/living-lab/SLLFP_Budget-form.xlsx)

CV(s) of any individual(s) paid through the project (project coordinator, designer, etc.) Your project logo and any other graphic outreach materials

Letters of support from implicated stakeholders (max 3)

Design mock-ups or speculative representations of your project [Sustainable event checklist](https://www.concordia.ca/content/dam/concordia/services/sustainability/docs/Hub/living-lab/SLLFP_Sustainable-event-checklist.docx) (if your project includes an event)

HOW DID YOU HEAR ABOUT US?

**How did you hear about the SLLFP? Select all that apply.**

SAF social media

Office of Sustainability social media Concordia University social media SAF website

Concordia website

Concordia NOW story or bulletin Posters

Word of mouth Professor /Peers Other: