

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](#), and get support to develop your project idea by reaching out to the [Sustainability Living Lab Coordinator](#) at the Office of Sustainability.

If you would like to apply for the Sustainability Action Fund's [Special Project Fund](#), 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](#) at the SAF and the [Sustainability Living Lab Coordinator](#) 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.

STEP 3

Submission

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
- Summer Semester is open from May 15 to June 21, 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](#) at the Office of Sustainability.

Send your completed application to 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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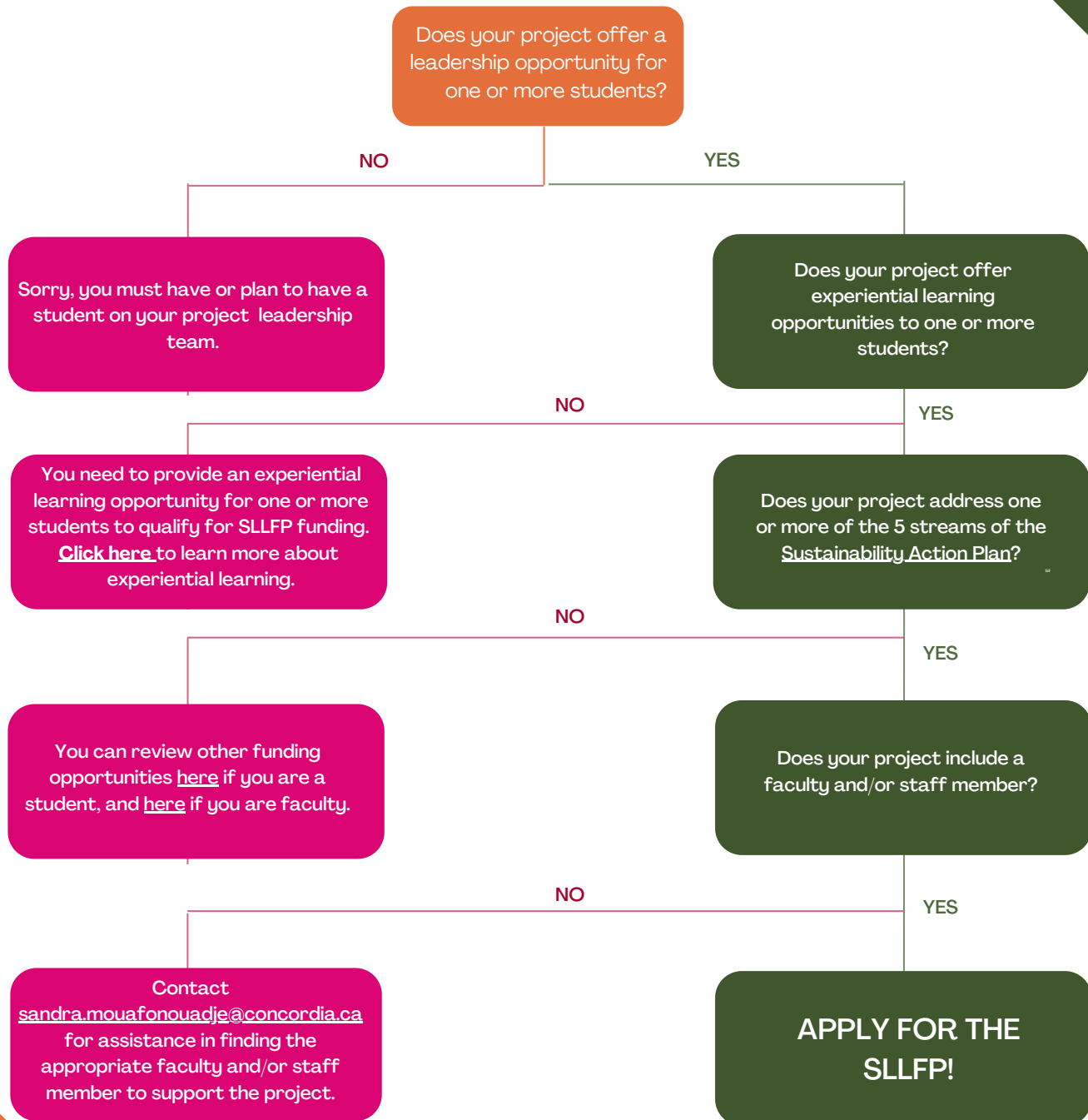
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CONCORDIA FUNDING FLOWCHART

Use this flowchart to determine the right funding for you!



PART ONE

Project leader(s) information

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

1.2 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

2.1 Project details

Project title:

Project start date:

Project end date:

Project event date(s) (if applicable):

2.2 Project purpose

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

2.2 Project themes

Please select up to two (2) from the list below. Click [here](#) to find descriptions of the SAF's sustainability themes.

Food

Social Justice

Waste

Community

Energy Resources & Technology

Education

Health & Wellbeing

2.3 Project topics

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

2.4 Sustainability Action Plan topics

What stream topics of Concordia University's **Sustainability Action Plan** does your project address? Please 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:

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

2.6 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:

2.7 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](#) and attach it with your application.

As well, have you considered [Sustainable Event Certification](#)? 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.

Yes, we're already certified!

No, but we plan to

Yes, we have begun the process

No, and we don't plan to

2.7 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)

2.8 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.

PART THREE

Budget

3.1 Where do you plan to allocate SLLFP funding?

Please select all that apply. To see a list of eligible expenses [click here](#).

Honorarium

Outreach / marketing

Salary / wages

Software

Space / venue rental

Equipment

Catering / food

Other:

3.2 Budget

Click [here](#) 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:

3.3 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.

3.4 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)*

3.5 Funding impact

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

3.6 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

4.1 Big picture

*Please outline the vision and legacy that you hope for your project to fulfill.
(~ 100 words)*

4.2 Project goals

Please outline the short, medium, and long-term goals of your project. (~250 words)

PART FIVE

Outreach and volunteering

5.1 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?*

5.2 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 Centre, the Sustainability Volunteer Program, and the Loyola College for Diversity and Sustainability minor Internship. (~100 words)

5.3 Promotion

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

PART SIX

Workflow and reporting

6.1 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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6.2 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](#).

6.3 Accountability

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

6.4 Experiential learning

An aim of the Sustainability Living Lab Funding Program is to support sustainability-related experiential learning 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)

6.5 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

7.1 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](#)

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](#) (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: