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**Project Application Form**

**About the Sustainability Innovation Fund:**

The Sustainability Innovation Fund (SIF) supports projects on York University campuses that advance the [Sustainability Strategy](https://sustainability.info.yorku.ca/files/2017/11/17120-Sustainability-Strategy2017_FINAL.pdf) and builds a culture of sustainability while tackling real-world challenges through innovative solutions.

**Funding:**

The Sustainability Fund has $50,000 for the 2019-2020 Academic Year. A selection committee will evaluate all the eligible projects through the Proposal Assessment Rubric.

**Process:**

**Submit to: Office of Sustainability by email:** [**sustainability@yorku.ca**](mailto:sustainability@yorku.ca)

All proposals for the Sustainability Innovation Fund must be submitted to the Office of the Sustainability in a single PDF file format.

**Deadline to submit: Thursday, October 31, 2019 by 4:00 p.m.**

**Funding Eligibility Criteria:**

1. **Advance York University’s Sustainability Strategy** 
   * Project must align with at least one of the goals from the [Sustainability Strategy](https://sustainability.info.yorku.ca/files/2017/11/17120-Sustainability-Strategy2017_FINAL.pdf).
   * Project must align with at least one of the [UN’s Sustainable Development Goals](https://www.un.org/sustainabledevelopment/sustainable-development-goals/)
2. **Impact**
   * It is recommended that teams define key performance indicators (KPIs) and/or other metrics of success in the project plan.
3. **Innovation**
   * Creative projects that leverage new strategies and/or technologies are preferred.
4. **Scalability**
   * The funds are meant to be seed funding for projects which have the ability to scale across the University, to other institutions, the surrounding community, or even globally following completion. The project should demonstrate how the project will continue once the funds have been used.
5. **Connection to the campus and/or local community**
   * Successful projects will have a direct connection to the campus or surrounding community. Projects should be using the campus or local community as a test bed to pilot new strategies or technologies or to gain new insights.
6. **Project team**
   * All members must be affiliated with York University. All team members should be integral to the project mission. In the project plan, teams must include a clear plan for how the team will work together throughout the project period and the key contributions of each team member.

**Questions?**

If you have any questions, please contact:

**Nicole Arsenault**  
Program Director, Sustainability

Office of Sustianability

Division of Finance & Adminstration

Email: [narsenau@yorku.ca](mailto:narsenau@yorku.ca)

Phone: 416-736-5866



**Sustainability Innovation Fund**  
**Project Application Form**

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| --- | --- | --- |
| york logo**Contact Information** | | |
| **Name** |  | |
| **School/Department** |  | |
| **Faculty/Division** |  | |
| **Contact Information** | Email: | Phone #: |
| **Date of Submission** |  | |
| **Status** | ☐ Faculty ☐Contract ☐ Student ☐ Staff | |
| **Project Proposal** |  | |
| Project Title |  | |
| 1. Describe briefly the purpose of the proposed project and how it will:   (a) contribute to the systemic development of one or more of York University’s [Sustainability Strategy](https://sustainability.info.yorku.ca/files/2017/11/17120-Sustainability-Strategy2017_FINAL.pdf) goals and  (b) enhance the reputation of the university  (c) connect to one or more of the UN’s [Sustainable Development Goals](https://sustainabledevelopment.un.org/) (SDG’s)  (maximum 500 words). |  | |
| 1. Indicate the **first priority** area that will be addressed through this initiative/ project, if more than one priority area is applicable then rank in order. | \_\_\_ advances Campus as a Living Lab  \_\_\_ advances Experiential Education  \_\_\_ advances Sustainability Research  \_\_\_ advances Campus Operations | |
| 1. List the names, titles and affiliations of the project work group members, including the role of each in the project design and implementation.   Briefly describe the knowledge and experience that this team brings to the project. |  | |
| **FINANCIAL DETAILS AND IMPLEMENTATION PLAN** | | |
| 1. Prepare a one year project implementation plan: including deliverables (stated in measurable terms), major activities, timelines and budget.  *Note: Attach in your submission and save/submit file as one PDF.* |  | |
| 1. State total amount of funding requested from the SIF for 2019-2020 |  | |
| 1. Indicate the amount of funding (if any) from other sources supporting this project. |  | |
| **MEASURING SUCCESS AND SUSTAINABILITY** | | |
| 1. Indicate how many people will benefit from this initiative in the short term. |  | |
| 1. Describe how this project will be scaled to reach larger numbers of York U community members. |  | |
| 1. Describe how the success of this project will be evaluated. |  | |
| 1. Describe the plans for: (a) communicating and  (b) disseminating of the results of this project or initiative within and (if applicable) beyond the University. |  | |
| 1. Describe the enduring impacts of the project or initiative for York and its community. How will the results of this project be embedded in the University as part of the Sustainability Strategy. How will it contribute to furthering advancing sustainability at York University. |  | |
| 1. Provide evidence that this project will continue and be sustained beyond the period of the Sustainability Innovation Fund support. |  | |
| **Project Lead Name (please print)**  **Signature of Project Lead Date** | | |
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**Sustainability Innovation Fund - Proposal Assessment Rubric**

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| --- | --- | --- | --- | --- | --- |
| **Assessment**  **Criteria** | **5**  **Excellent** | **3**  **Sufficient** | **1**  **Poor** | **0**  **No Evidence** | **Score** |
| 1. **Application form** | Complete; contains all necessary information | Some information missing; not all appropriate signatures included | Incomplete; essential information missing; appropriate signatures not included | Not provided | **/5** |
| 1. **Descriptive Title** | Succinct and informative | Concise yet lacks clarity | Vague | Not provided | **/5** |
|  | **30**  **Excellent** | **15**  **Sufficient** | **5**  **Poor** | **0**  **No Evidence** |  |
| 1. **Project description** | Informative and succinct; provides specific details about the educational issue, variables, context, and proposed method(s) of the study | Relevant, offers details about the proposed study | Lacks relevance or fails to offer appropriate details about the educational issue, variables, context, or methods of the proposed project | Abstract is omitted or inappropriate given the problem, approach, and method. | **/30** |
|  | **5**  **Excellent** | **3**  **Sufficient** | **1**  **Poor** | **0**  **No Evidence** |  |
| 1. **Applicants** | Clear and concise description provided of each of the applicants’ experience as is relevant to the project | Description provided of applicants’ experience as is relevant to the project | Vague description of applicants’ experience provided, with questionable relevancy to the project | No description provided of applicants’ experience or connection to the project | **/5** |
|  | **20**  **Excellent** | **10**  **Sufficient** | **5**  **Poor** | **0**  **No Evidence** |  |
| 1. **Financial Details** | A concise itemized project plan and budget with projected costs which includes items that will be cost-shared or donations in-kind; identifies any additional funds sought or secured, with deliverables stated in measurable terms. | A project plan/ budget with projected costs and identifies any additional funds sought or secured | An incomplete project plan/budget that is confusing and vaguely connected to the project | No project plan/budget presented | **/20** |
|  | **10**  **Excellent** | **5**  **Sufficient** | **2**  **Poor** | **0**  **No Evidence** |  |
| **6. Sustainability Impact** | Clear connection between the project and anticipated impact on advancing the strategic sustainability goals. Large number of community members to be positively affected across more than one Deparment. Clear indication of how the project will be scaled and sustained beyond the SIF contributions. | Some connection between the project and anticipated impact on advancing strategic sustainability goals. Small number of community members across two or more Faculties/department, or a large number of students limited to one Faculty/Department likely to be positively affected. Clear indication of how the project will be scaled. | Limited connection between the project and likely impact on sustainability. No indication of how the project will be scaled to have a big impact on the community. | No connection stated between the project and impact on sustainability. No indication of how the project will be scaled and impact the community. | **/10** |
| 1. **Evaluation** | Provides an explicit, clear description of the steps planned for evaluation of the project. A rationale is provided to justify the choice of evaluation method. Cogent link provided between the intended outcomes for the project & chosen methods for evaluating success, including measurable deliverables. | Provides a clear description of the methods and steps planned for the evaluation of the project. While the approach may be justified it may be lacking in a clear rationale for the choice of method. There are links between the intended outcomes for the project and the chosen method of evaluation. | Evaluation method partially described and or lack of a justification for the chosen method. Little or no link with the intended outcomes for the project and the chosen method of evaluation. | Omits to provide a description of an evaluation method or includes one with little explanation or justification in terms of rationale. | **/10** |
|  | **5**  **Excellent** | **3**  **Sufficient** | **1**  **Poor** | **0**  **No Evidence** |  |
| 1. **Dissemination** | A well thought out, costed dissemination plan which will reach within and beyond the York community. | A well thought out, costed dissemination plan that has the potential to reach all members of the York community | Dissemination plan ill thought out unlikely to impact on the York community or beyond | No dissemination plan provided. | **/5** |
| 1. **Enduring impact** | Detailed description of the ways in which the project will have a sustainability impact at York and our students. Clear plan to embed the project in Faculty priorities and planning. Evidence that it will further York’s Sustainabiility priorities. Project contributes to the systemic development of one or more of the sustainability strategy goals. | Some evidence of a plan for ensuring the project will impact on the York U community. A plan may be present for embedding the project in sustainability priorities and planning but it may be superficial. | Little evidence of a plan for ensuring the project will impact on the York U community. A poorly thought out plan for embedding the project in sustainability priorities and planning. | No evidence of enduring impact. | **/5** |
| 1. **Continued support for the project** | Evidence provided that the project will definitely continue to be sustained and supported by the Faculty/Department beyond the period of SIF support. | Evidence provided that the project is likely to be supported by the Faculty/Department beyond the period of SIF support. | Limited evidence provided that the project is likely to be supported by the Faculty/Department beyond the period of SIF support. | No evidence provided that the project is likely to be supported by the Faculty/Department beyond the period of SIF support. | **/5** |
| **Total Score: (Maximum 100 Points)** | | | | | **/100** |