

**Appendix C:**  
**Sample Application: Sustainability Projects Fund**  
**McGill University**

**Campus Green Fund Implementation Guide**

Association for the Advancement of Sustainability in Higher Education (AASHE)  
In Partnership with: the Campus Green Fund Collaborative

November 2013

## Sustainability Projects Fund Application

**Project Title:**

**Budget Requested:**

**Date Submitted:**

**Applicant/Project Leader:**

**Contact Information:**

Last Name:

First Name:

Email:

Daytime Phone:

Role (Undergraduate, Post-Graduate, Staff, Academic):

Faculty/Unit:

**Project theme(s):**

*Choose from the following options: community, food, wellness & health, energy, academics, water, materials, land, social justice, finance*

**Project Group:**

*Please include the names and contact information of all group members*

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Please carefully consider the [application criteria](#) before you begin. Consult the [FAQ](#) for further guidance.  
Application text may replace italicized instructions below. Length (before any appendices) cannot exceed 4 pages.  
Last revised: July 31, 2013.

### I. Project Overview

Project summary:

- *Provide a brief background, describing the project, objectives and outcomes.*

Project eligibility:

- *How will the project contribute to building a culture of sustainability on campus?*

Timeframe/Milestones:

- *Indicate the anticipated project timeframe, providing key milestones for deliverables. Please specify projected project start and finish dates.*
- *What performance indicators may be used to gauge the success of the project?*
- *How will the outcomes be shared with the community?*

**Stakeholders:**

- *Other than the project team, who will be have a stake in your project? Please list the other individuals, groups or departments affiliated or affected directly or indirectly with your project.*
- *In what capacity will they be involved? How they will be contributing to the project, i.e. immediate funding, future/ongoing funding, technical expertise, in-kind donations, etc. Letters of commitment may be attached.*
- *Who will be otherwise affected by the project? Have they been consulted? Please summarize their reactions. Letters of support may be attached.*

**II. Project Implementation****Tasks and Responsibilities:**

- *Indicate clearly all activities associated with the proposed project, the person responsible and the length of time each task is expected to take. Use the table below (expanded as required) to summarize this information.*

Type of Activity – Task	Estimated Time Required	Group Member in Charge

**III. Financials**

- *Critical Date: Please state if there is a critical date by which funding is required*
- *Please provide details of the budget that is being requested in the tables below (expand as required).*

**Detailed expenses:**

Expense Description	Estimated Cost

**Detailed revenues:**

Revenue Source	Amount Requested	Confirmed?
Sustainability Projects Fund		No

**IV. Additional information:**

- *Provide supporting information regarding the qualifications and/or related experience of the project leader and other project members*
- *Any other pertinent information may be appendicized (e.g., detailed budget, detailed timeline, survey results, examples of similar projects, confirmations of funding, etc.)*