**Special Themed Project:**

**Environmental Sustainability**

Environmental sustainability and a changing climate are pressing issues for our generation. Recently, the University of Waterloo has developed an [action plan](https://uwaterloo.ca/sustainability/projects-and-initiatives/energy-and-climate-change/climate-and-energy-action-plan) to achieve carbon neutrality by 2050, in line with the goals of the [sustainability strategy](https://uwaterloo.ca/sustainability/about/environmental-sustainability-strategy). As this will impact all areas of campus, GSEF has partnered with the Sustainability Office to fund projects designed to benefit graduate students and improve the environmental sustainability of the University of Waterloo in such areas as:

* Conferences
* Recycling programs
* Hydroponics
* Bicycle repair stations
* Lunch & learns
* Awareness campaigns
* Waste reduction projects
* Anything that relates to environmental sustainability

Submitted projects will be reviewed by the GSEF Project Review Committee, with comments from the Sustainability Office. Before you fill this application, please read all the instructions and guidelines available online on the GSEF webpage http://gsef.uwaterloo.ca.

After making sure that you go through all the sections of this electronic form, you need to submit it to the GSEF Coordinator at gsef@uwaterloo.ca before the submission deadline announced on the GSEF webpage. All supplementary and supporting documents are to be submitted electronically in PDF format to the GSEF Coordinator along with the final application form before the submission deadline.

In addition to completing this application, all applicants are also encouraged to seek funding from the [Sustainability Action Fund](https://uwaterloo.ca/sustainability/get-involved/sustainability-action-fund), [GSI](https://gsauw.ca/forms/graduate-student-initiatives-form/), [WUSA](https://wusa.ca/funding), and the undergraduate endowment funds of your department/faculty.

**Application Checklist**

Please ensure that all items are checked before submitting the application:

□ The proposed project helps to contribute to the improvement of the experience of graduate students at the University of Waterloo

□ The project is not related to a graduate student’s thesis work

□ The project is not related to graduate student awards (although this may be part of the project in general, funding for this must come from elsewhere)

□ The project application has at least one letter of Faculty or Departmental support

□ All questions in the application package have been completed

**Section A: Information about the Applicant/Group**

**Project Title (please define any acronyms first, if applicable):** Click here to enter text.

**Brief project description: (please describe the basis of your project in one sentence).**

Click here to enter text.

**Name of Applicant:** Click here to enter text

**Department**: Click here to enter text.

**Program**:

[ ] Full Time [ ]  Part Time

**Number of Terms Remaining in Program**: Click here to enter text.

**E-mail Address:** Click here to enter text.

**Which department/organization/club are you applying on behalf of? What is your position within the club?**

Click here to enter text.

**Section B: Information about the Project**

**How does your project relate to environmental sustainability? How does your project relate to the** [**University of Waterloo’s sustainability strategy**](https://uwaterloo.ca/sustainability/about/environmental-sustainability-strategy) **and how will your project benefit graduate students? How many UW grad students will benefit? How many other students/community members?**

Click here to enter text.

**Please describe your project in detail, including the goals, how many people are working on the project, the timeline of your project (including key dates and activities), and when you will end the project, and any other important information you may want to provide. If applicable, also comment on the ecological footprint and environmental impact of the project. Please note: The more information you provide, the better it is for the Project Review Committee to make their decision. As well, please look forward to other questions to ensure you are not answering questions that will be asked further in the application.**

Click here to enter text.

**Have you applied life cycle thinking to your proposed project? According to the** [**Life Cycle Initiative**](https://www.lifecycleinitiative.org/starting-life-cycle-thinking/what-is-life-cycle-thinking/)**, life cycle thinking is the process by which you consider the environmental, social, and economic impacts a product, or project, has throughout its existence.**

**In terms of this application, you do not need to conduct a formal or computational life cycle assessment. Instead, please describe how you will address any prevalent impacts arising from the life cycle thinking exercise. Furthermore, please discuss how you will ensure that the procurement, disposal, or reuse of materials for the project will be done in a sustainable manner.**

Click here to enter text.

**Are you aware of any similar program or initiative that is being organized, or has been organized in your department or university community? If so, how is your proposal different?**

Click here to enter text.

**How will you know if your project is a success? Please provide some metrics and comment on their importance.**

Click here to enter text.

**Section C: Information about the Total Project Budget**

In this section, please list **the total budget for the whole project**. Please list the total funds that are required to make this project happen, give a brief description of each item and the funding source (i.e. external funding, departmental funding, or GSEF if that specific item is part of your application).

 In the next section, you will have a chance to list individually quotes for items requested by GSEF. Some projects have budgets in the many-thousands range, and this is very difficult for GSEF to fund fully. Therefore, this section is meant so GSEF can see the whole project at a glimpse, and the next section is where you can break down each item and provide quotes for specific items requested by GSEF.

e.g. Food = $1, 000

 Venue = $ 5, 000

 Advertising = $500

Click here to enter text.

**Section C-2: Information about the Specific Items Requested for Funding by GSEF**

As per the application instructions, please provide at least **two** quotes/sources for each item of your project budget that you are requesting funding for by GSEF only. Ideally, one quote would be the most economical choice and the other would be the top choice for your project. Please indicate if you worked with UW Procurement to obtain any of these estimates. Please ensure all items include the appropriate tax. Those items where catering is required, please include one quote from the Graduate House if applicable. Applicants are encouraged to obtain quotes from the Graduate House as they offer a 5% discount. Please include a website where appropriate. **Please note: salaries, honorariums, and thesis research will not be funded by GSEF~~.~~ If you can please, also comment on the environmental sustainability of your purchases (e.g. does the caterer use local produce?**

**List items in order of highest to least amount of funding priority**

Click here to enter text.

**What is the total funding requested by GSEF?**

Click here to enter text.

**Sometimes GSEF cannot fully fund a project. Of the items requested above, what items are considered essential for the success of the project? Why? Please take into consideration other sources of funding. Indicate the revised amount of total funding requested.**

Click here to enter text.

**Section D: Endorsement/Support Letters**

Typically, successful applications for GSEF funding are supported by departments or faculties, and ideally, this support will be financial, but if this is not possible, please make sure you have asked a faculty or staff representative to endorse the project.

**Does any official faculty representative in your department endorse the idea of your project? Please note that you must *always* include at least one support letter from your department or a faculty member to be considered for GSEF funding.**

Click here to enter text.

**Do you have any other letters of reference/support letters for your project?**

Click here to enter text.

**Has your department or faculty committed any funds for the project? If so, please indicate the amount and whether or not this money will be provided independent of any GSEF funding. If no funding is committed, why not?**

Click here to enter text.

**Section E: Other Sources/Requests of Funding for the Project**

**Do you currently have other sources of funding for your project? If so, please provide details. While it is not mandatory, GSEF appreciates applicants first seeking out funding from faculties or departments. Please indicate if any of them are willing to match GSEF’s contribution. We strongly encourage you to also** [**apply for funding from the Sustainability Office**](https://uwaterloo.ca/sustainability/get-involved/sustainability-action-fund#:~:text=The%20Sustainability%20Action%20Fund%20(SAF,at%20the%20University%20of%20Waterloo.) **and** [**GSI**](https://gsauw.ca/forms/graduate-student-initiatives-form/) **(as well as undergraduate sources if applicable) if you have not already done so.**

Click here to enter text.

**Section F: Sustaining the Project in the Future**

GSEF wants to ensure that all funded projects have a positive impact on the graduate student community after the money has been used. GSEF prioritizes funding to first time initiatives with the hopes that these projects are able to sustain future funding.

**Please outline your plans to ensure that this project remains financially sustainable. If relevant, what will happen to the project once you use all of your GSEF funding?**

Click here to enter text.

**Section G: Using the Funding**

**When would you start to use the requested funding? Please keep in mind the project spending deadlines for each term. Furthermore, following the Review Committee Meeting, it may be another 2 weeks before a funding decision is made.**

Click here to enter text.

**How will you communicate the success of the project with the University community?** **How would you acknowledge the GSEF funding?**

Click here to enter text.

**Section H: Electronic Signature and Additional Contact Information**

**I approve of the GSEF coordinator to email me regarding any follow-up and I will do my best to ensure any questions about the project are answered in the deadline provided.**

**In order to ensure an efficient decision process, at least one representative will be required to be present at the Project Review Committee meeting to address any outstanding questions or clarifications. The designated representative(s) will be contacted to inform them of the details of this meeting.**

**I recognize that a decision regarding my project may not be released until the mid/end of the third month of the application term.**

**Contact Information for group representative (if different from applicant listed above)**

**Name:** Click here to enter text.

**E-mail Address:** Click here to enter text.

