

# TRU Sustainability Grant Fund Proposal



Using the *Sustainability Grant Fund Terms of Reference* as a guide, please complete this application form, using additional pages if necessary.

All applications must include an original 90 to 120 second YouTube video link about their project. These videos will be uploaded to the website of the TRU Office of Environment and Sustainability (TRUOES). All applications must also use the Excel document *TRU Sustainability Grant Fund Budget Template*.

Deadlines for Proposal submissions is: February 13, 2020 at midnight. Applicants will be notified whether their proposals are accepted or not by March 6, 2020.

## Application

Name of Project		Date
Contact Person First Name	Last Name	
Are you a TRU student, staff member or faculty member?		
Address		
City	Province	Postal Code
Phone	Email	
Project Description and Articulation of Benefits	Describe the over-all nature of the project in 500 words or less. How does the proposal demonstrate meaningful social, ecological, or economic sustainability benefits to TRU?	
People, Partnerships, and Performance Measurement	Include a list of all people and partnerships involved, along with their roles in the project. What is the plan is for measuring the project's performance in relation to the above mentioned social, economic, or ecological benefits?	

Level of Impact	Describe the level of student involvement in the project. Where relevant, describe the level of staff and/or faculty involvement in the project. How will the project advance TRU's Strategic Planning documents? Are there education or outreach opportunities with the project?
Project Feasibility	Describe the project team's skills, knowledge and experience necessary to carry out this project. Is the proposal cost effective? Does the project have reasonable expectations in regards to its size, implementation time, and target audience? Please include a full and reasonable description of the budget. All applications must use the Excel document <i>TRU Sustainability Grant Fund Budget Template</i> on the website. (Please disregard all sections in the budget template that do not apply). All purchasing of goods and/or services for a project must follow the guidelines provided in the document <i>TRU Sustainability Grant Fund Purchasing Guideline</i> , also found on the website.
Planning	If formal permission is required, please outline all preliminary discussions that have been held with all relevant departments/organizations. If sustained funding is required (annually or other types), please include a yearly budget and approval from relevant department head(s) for it.

Proposals can be submitted in one of the following three ways:

- Email:           jgordon@tru.ca
- Mail:             Thompson Rivers University  
Office of Environment and Sustainability  
805 TRU Way  
Kamloops, BC   V2C 0C8
- Drop off:        TRU Sustainability Office  
HR Building – Entry 2

Questions or comments can be directed to:

James Gordon, Environmental Programs and Research Coordinator  
TRU Sustainability Office  
(250) 852-7153, jgordon@tru.ca