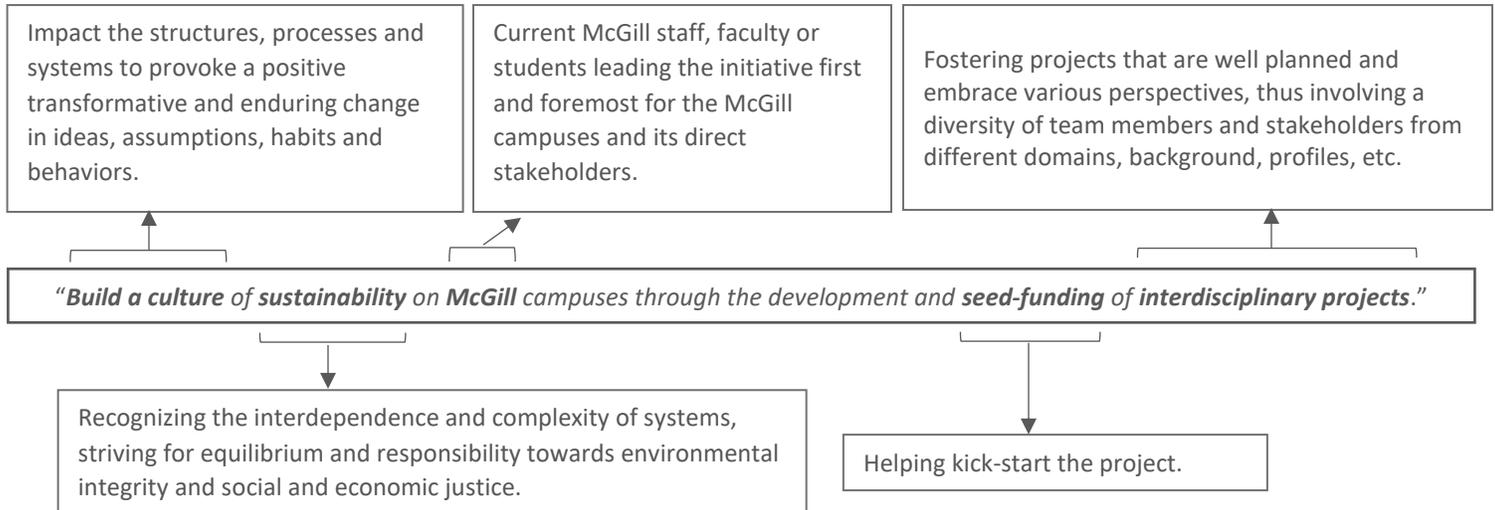


## INTEGRATING SUSTAINABILITY INTO YOUR SPF PROJECT

Throughout the SPF application form, you will be asked to demonstrate how your team will **address the three dimensions of sustainability** (social, environmental, and economic) into your project’s planning and activities. This document is intended to help you become familiar with what sustainability means at McGill and how you can integrate these concepts into all stages of your project.

### PART I: CONNECTING YOUR PROJECT TO THE MANDATE OF THE SPF

#### The Mandate of The Sustainability Projects Fund:



### PART II: WHAT DOES SUSTAINABILITY LOOK LIKE AT MCGILL?

#### Sustainability at McGill is defined as:

*“Working together toward a shared vision for a flourishing future in a manner that integrates social, economic, and environmental dimensions.”*

In December 2020, McGill published its [Climate & Sustainability Strategy 2020-2025](#) to guide and connect sustainability initiatives on campus. The Strategy is defined by two **transversal themes**: Equity, Diversity & Inclusion and Climate Change Mitigation & Adaptation. This Strategy commits McGill to three ambitious, yet realistic **long-term targets**:



To support the achievement of these targets, the Strategy examines the University’s activities across **eight categories**: (1) Research & Education, (2) Buildings & Utilities, (3) Waste Management, (4) Travel & Commuting, (5) Food Systems, (6) Procurement, (7) Landscapes & Ecosystems, and (8) Community Building. Each category highlights one flagship action, a series of complimentary actions, and ways for students, staff, and faculty to get involved and contribute to a sustainable McGill. Find out more about the Strategy on the [Office of Sustainability’s website](#).

### Sustainability incorporates three dimensions<sup>1</sup>:

DIMENSION	DEFINITION	EXAMPLES
Social	"...the long-term equitable distribution of opportunities and access that facilitate wellbeing and prosperity for everyone involved"	Collaboration, wellness & health, community engagement, belonging, accessibility, and knowledge sharing
Economic	"...the process of ensuring the wellbeing of present and future generations through responsible and just economic activity"	Transparency, accountability
Environmental	"... the process of ensuring the long-term maintenance of healthy ecosystems within the limits of a finite planet"	Reducing materials, energy, and water required; local food, public transportation

### PART III: INTEGRATING SUSTAINABILITY INTO YOUR PROJECT

While designing your SPF project idea, sustainability should be integrated not only into the project's goals and objectives, but also into how your team plans and manages the project.

For example, if your project is focused on an environmental issue (e.g., planting a garden):

- Economic aspects could be
  - using reused materials;
  - donating excess produce; and
  - maintaining accounting transparency.
- Social aspects could include
  - providing learning opportunities;
  - collaborating with those affected by the project; and
  - ensuring that the space is accessible for people with different abilities.

Throughout the various stages of your project, here are some ways your team can incorporate sustainability:

- Initial brainstorming: When starting your project, think about how your project can foster a sense of belonging, inclusivity, and wellness. Your initiative should involve and be accessible to individuals with a wide range of perspectives and backgrounds.
- Collaborating with others: Build teams that are diverse, interdisciplinary, inclusive, and equitable.<sup>2</sup>
- Budgeting: While creating and monitoring your budget, incorporate financial transparency and accountability. Plan for additional funding sources and how your project can transition to becoming financially self-sufficient after the SPF funding ends.
- Inputs/resources: Choose resources that have small environmental footprints and are ethically sourced.
- Activities: Include learning opportunities, such as raising awareness, incorporating [applied student research](#), facilitating knowledge-sharing, learning practical skills, and engaging in dialogue.
- Project completion: While wrapping up your project, share lessons learned and continue with lifelong learning.

<sup>1</sup> [McGill Office of Sustainability Glossary](#)

<sup>2</sup> Equitable: Equity is an ethical concept that represents fairness, rather than equality or sameness. An equitable community is one in which barriers to or disparities in the distribution of opportunities and services are acknowledged and actively addressed.

## Evaluation

- SPF projects must meet the SPF Eligibility Criteria in order to receive and maintain funding.
- During the project approval process, the SPF Governance Council reserves the right to request the revision, addition, or removal of items in the project budget and/or to approve only a portion of the project scope.
- All project teams must receive support and/or necessary permissions from relevant McGill stakeholders prior to starting a project. SPF funding support does not constitute necessary approval by relevant McGill stakeholders for your project operations.

## Funding

- Funding is available for the duration of the timeline as specified in the project charter post-approval.
- Funding is distributed according to McGill financial policies and is not provided in a lump sum. Expenses may be reimbursed (often at a delay of 1-3 months) or paid directly by the SPF, which could include procuring items or paying salaries directly, for example.
- The following expenses are not eligible:
  - o Project expenses that solely benefit an individual and not the community, group, or project
  - o Retroactive funding
  - o Air travel
  - o Alcohol, unless purchased through the designated McGill vendors
  - o Stipends or salary for work done towards achieving academic credit
  - o Research, including research-related activities and/or positions (Note: the SPF only funds "M" positions and/or AMUSE Casual positions, as staff are meant to implement projects)
  - o Projects where a one-off event is the primary focus (e.g. symposium, case competition), unless the event is sustainability focused and funded through the Tiny Stream or Under \$5,000 Stream.
- Funding will be provided for items listed in the approved project budget only.
- The SPF reserves the right to discontinue funding for any valid reason at its discretion.

## Participation

- Should a team or its members behave inappropriately or violate any University code of conduct, funding may be discontinued and/or the team may be ineligible to apply for future funding from the SPF.
- Project teams are required to submit reports and failure to do so may result in a loss of funding.
- In the event that a project is in jeopardy, the project team should communicate with SPF Staff to determine a course of action. In the case of cancellation, a team must still complete a Final Report.
- A project team should notify the SPF of any potential or actual risk to the environment and/or to the physical/mental health and safety of its direct and indirect stakeholders as a result of its project.
- SPF-related individuals and material are not insured outside of McGill campuses.

## Property

- The SPF is not focused on supporting commercialization or for-profit businesses. Usually, it also cannot fund projects where Intellectual Property and/or incorporation is involved or is planned to be at a later date, particularly where funding from a third party outside the University is involved. In such cases, the Terms & Conditions of the third party must align with those of the SPF and the [McGill Policy on Intellectual Property](#), and be clearly detailed in the application supporting documents.
- All SPF-funded intellectual and physical materials are co-owned with McGill University, with the University keeping the rights as per the [McGill Policy on Intellectual Property](#).

Any non-compliance with the above terms and conditions will result in a suspension of funding.