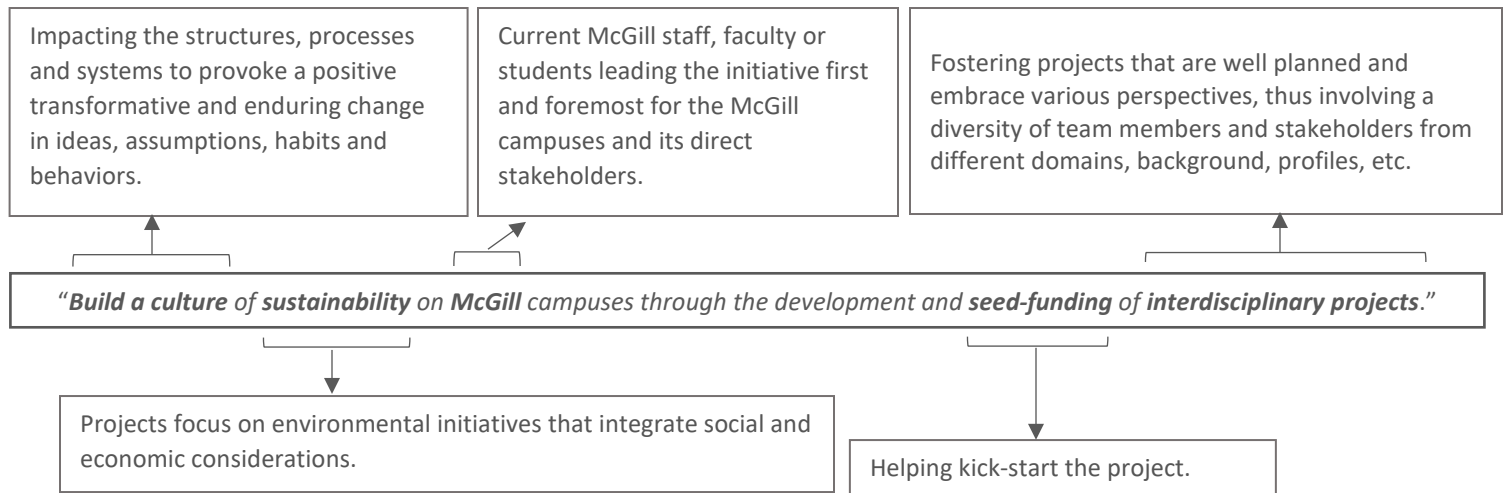


INTEGRATING SUSTAINABILITY INTO YOUR SPF PROJECT

Throughout the SPF application form, you will be asked to demonstrate how your team will **address the three dimensions of sustainability** (environmental, social, 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?

There are many different definitions and models of sustainability. In October 1987, the Brundtland Report was published by the World Commission on Environment and Development. In that report, the term "sustainable development" was officially defined as: "Meeting the needs of the present without compromising the ability of future generations to meet their own needs."

McGill aligns its sustainability efforts to the nested model (*right*), ensuring that social and economic dimensions are considered in its environmental initiatives. The SPF supports projects focused on benefitting the environment, which thoughtfully integrate social and economic aspects into their outcomes and processes.



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.

PART III: HOW CAN YOUR PROJECT INCORPORATE THE THREE DIMENSIONS OF SUSTAINABILITY?

DIMENSION	DEFINITION	EXAMPLES
Environmental	Environmental sustainability occurs when humanity's rate of consumption does not exceed nature's rate of replenishment and when humanity's rate of generating pollution and emitting greenhouse gases does not exceed nature's rate of restoration.	Reducing materials, energy, and water required; supporting biodiversity, production of local food, public/active transportation
Social	Social sustainability is the ability of a society to uphold universal human rights and meet people's basic needs, such as healthcare, education, and transportation. Healthy communities ensure personal, labour, and cultural rights are respected and all people are protected from discrimination.	Encouraging community engagement, collaboration, knowledge sharing, wellness & health, belonging, best practices in equity, diversity, inclusion (EDI)
Economic	Economic sustainability is the ability of human communities across the globe to maintain their independence and have access to the resources that they require to meet their needs, meaning that secure sources of livelihood are available to everyone.	Transparency, accountability, reducing inefficiencies, sharing resources between groups on campus, using reused materials

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.

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

- Initial brainstorming: What are your goals, and how can you maximize impact? When starting your project, think about how your project can foster a sense of belonging and community. You may also consider equity, diversity, and inclusion (EDI)¹ to think through how your project may affect stakeholders/communities differently.
- Collaborating with others: Build teams that strengthen the project's success for the long run. Look for staff, faculty or students who could help ensure that the project continues beyond the first year.
- Budgeting: While creating and monitoring your budget, incorporate financial transparency and accountability. Where possible, try to source existing materials and equipment (e.g. borrow, rent, ask other groups if they have any unused items) before purchasing new items. 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 research², facilitating knowledge-sharing, learning practical skills, and engaging in dialogue.
- Project completion: While wrapping up your project, share lessons learned and encourage others to apply.

¹ The [McGill University Equity, Diversity, & Inclusion \(EDI\) Strategic Plan \(2020-2025\)](#) can help you learn more about this topic.

² Applied student research refers to projects conducted by students which actively try to solve a real-world problem. The focus is on an actionable outcome instead of a hypothetical situation or static document.

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.