



## Applicant Guidelines

### **1. What is Queen's Green Fund?**

The Queen's Green Fund empowers staff and students to create and deliver projects within their area that benefits the environment, Queen's and our local community. Financial funding will be provided for the best proposals, which must be undertaken and completed by November 2025.

### **2. Information to be included in the Application:**

Applications should be filled in on Microsoft Forms and must include the following information:

- Key contact for the team
  - Name, email address and student/staff number and level and status of study or staff position
- Details of the individuals who make up the project team
  - Name, email address and student/staff number, level and status of study or staff position, degree discipline/department
- Project Title
- A brief statement about the nature of the project and how it fits with the aims of the programme
- A plan to include how long the project will take, its major milestones
- Details of how the money will be spent
- Summarise the benefits of the programme
- Provide details on any collaboration between other Schools/Directorates, and between staff and students
- A signed endorsement from the project sponsor (see **Section 4**)

### **3. Applicant – Team Numbers:**

Applications may be sought from individuals or teams. There is no limit to the number of students within a team.

Applicants must be under-graduate or post-graduate students enrolled within the University, or staff members working within Queen's.

### **4. Project Approver:**

Project submissions must be supported by a project approver. A project approver must be directly employed within a School or Directorate with budgetary responsibility. The project sponsor will have responsibility for distributing the project funds. The project approver must complete section D of the application form to confirm their endorsement of the project. Example of a suitable project approver includes Head of School, School Manager, Director, Head of Department, Lecturer or Line Manager. In particular circumstances, a project approver can include a member of the sustainability team.



#### **5. Nature and Value of the Award:**

The total money awarded to each team will be a maximum of **£2000**. The award will be allocated to and distributed by the project approver. Money can be claimed by using the Authorised Transaction Form, which will be provided to successful team(s).

#### **6. Application Deadline:**

The deadline for receipt of applications is **Friday 8 November 2024**.

#### **7. Date of Award:**

Applications will be evaluated during the week beginning **25 November 2024**.

#### **8. Timescale for implementing Projects:**

Successful applicants will have their project implementation supported by the Sustainability Team and should aim to be completed by the last week of **July 2025**.

#### **9. Blog:**

Successful applicants will be required to submit a blog summarising the project including photographs/videos. The case study is to be returned by **26 May 2025**.

#### **10. Selection Criteria:**

All parts of the application must be completed in order to be given consideration.

The application will be evaluated to take account of the following:

- i. Significance of the project in promoting sustainability awareness amongst staff and students
- ii. Extent of the impact on the Queen's community
- iii. Excellence of the proposal in terms of originality and relevance to the University's net zero vision and commitment to becoming a world leader in environmental sustainability
- iv. Evidence of collaboration across Schools and Faculties and between staff and students
- v. Feasibility of the proposed project
- vi. Sponsor's endorsement