# Green Travel Grant Template

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| Proposal Checklist: Proposal limited to 2 pages  All sections are completed | |
| Travel/Event Title | |
|  | |
| Contact Person (a single individual) | |
| **Name:** | **Email:** |
| **Affiliation:** | **Phone:** |
| Dates | |
|  | |
| Budget Requested from Green Fund (total only) | |
|  | |

### Description of activity and benefits to UNBC sustainability

Please describe the activity how the activity benefits sustainability at UNBC. We recommend familiarizing yourself with the [UNBC Green Strategy](http://www.unbc.ca/sites/default/files/sections/green/green-university-strategy-phase-1.pdf).

### Proponent’s role in the activity

We expect proponents to be active at the conference /training/etc. Please describe how you will be an active participant and represent UNBC (e.g. presenting a paper or poster, blogging about the conference on social media, being an active member of discussions).

### Budget and amount requested from Green Travel Grants program

Please provide an overall budget for the activity, including:

* All projected expenses;
* Any other sources of funding requested or already secured; and
* The amount requested from the Green Travel Grants program.

### Proposed follow-up UNBC engagement activity

Please describe how you will engage the broader UNBC community with the outcome from your activity. Sample activities include:

* Writing an article for the Green Website or Over The Edge;
* Presenting at an upcoming GUPC meeting;
* Giving a public or classroom lecture; and
* Social Media engagement

### Optional – Letter of Recommendation

Please attach any letters of recommendation.