

**Please use this document for reference only. To complete the McMaster Okanagan Special Project Fund application, please do so through AwardForce, available through the McMaster Okanagan Website.**

### **Contact Information**

1. Primary Contact Name
2. Student/Employee Number
3. Job Title:
4. Please select which is best to describe who is applying:
  - a. Individual(s)
  - b. Group
  - c. Club (must be recognized by the McMaster Students Union or the University as an official student organization)
  - d. McMaster Department
  - e. Other
5. If you selected Other, please specify:
6. Are there any other groups (internal or external) involved in this application?
  - a. Yes
  - b. No
7. If yes, please indicate who:
8. Email:
9. Phone Number:
10. Names of other individuals involved:
11. Is this project being developed on behalf of a group, department or club?
  - a. Yes
  - b. No
12. If yes, please indicate who:
13. Is this your first time applying to the McMaster Okanagan Special Project Fund?
  - a. Yes
  - b. No
14. How did you hear about the McMaster Okanagan Special Project Fund (optional)?

### **Project Overview**

1. Title of Project
2. Please provide a high-level description of the project, including an action plan for delivery (max 300 words).
3. Is this project new or a continuation of an existing project?
  - a. New
  - b. Continuation

4. If this project is a continuation, please provide a brief description of the project and how the funds will expand upon its previous work (optional) (max 250 words).
5. If applicable, please provide a brief summary of where previous funds for this project came from (optional) (max 250 words).
6. Please identify which of the 8 Dimensions of Well-being your project will incorporate. You may select 3 maximum.
  - a. Emotional
  - b. Environmental
  - c. Financial
  - d. Intellectual
  - e. Occupational
  - f. Physical
  - g. Social
  - h. Spiritual
7. Please explain why you chose those Dimensions and how your project will incorporate the selected Dimensions (max 250 words).
8. How does the project contribute to McMaster University's commitment to the Okanagan Charter? (max 250 words)
9. Please provide a brief explanation as to the necessity of your project for McMaster (similar to a statement of community need) (max 250 words).
10. What is the overall rationale/motive behind the project? (max 250 words)
11. Are there projects similar to yours currently running at McMaster?
  - a. Yes
  - b. No
12. If yes, are you in contact/currently working with this group? (optional) (max 250 words)
13. What makes your project unique in comparison to any similar projects running at McMaster? (optional) (250 words)
14. Are you willing to work with another project applicant if the McMaster Okanagan Special Project Funding Committee deems them similar?
  - a. Yes
  - b. No
15. Does your project adhere to McMaster's Human Resources health and safety protocols? (Successful projects may be required to get McMaster Human Resources health and safety approval before funding will be provided.)
  - a. Yes
  - b. No
16. Anticipated Start Date:
17. Anticipated End Date:

### **Audience and Location**

1. Who is the target audience?
2. How will the target audience engage in your project? (max 250 words)

3. What is the estimated number of audience participants through the duration of the project? (max 35 words)
4. Where will the project be located?

### **Project Outcome/Sustainability**

1. What are the outcomes your project is looking to achieve? Describe the appropriate performance measures. (max 250 words)
2. How do you expect to measure the success of this project? (max 250 words)
3. What are the expected challenges of this project? What are the potential solutions? (max 250 words)
4. Does this project have a sponsor, partner or champion?
  - a. Yes
  - b. No
5. If yes, please indicate who:
6. If applicable, how will you ensure the sustainability of this project after funding concludes? (optional) (max 250 words)
7. Will you be graduating or leaving McMaster within the duration of your project? If so, who will be supporting the project in your absence? (optional) (max 250 words)
8. Please indicate whether you or your project partners have any experience with projects similar to this one. If so, what was the project and what were its outcomes? (max 250 words)

### **COVID-19**

1. In accordance with Provincial guidelines, McMaster Okanagan anticipates your project will be able to be in-person starting Spring 2022. In consultation with the Back to Mac website, please outline below how your project will practice COVID-19 health and safety precautions on campus. (max 250 words)
2. In the case of McMaster University's request to return to a virtual setting, please outline below how your project will transition from in-person to virtual. (max 250 words)

### **Projected Funding**

1. Please provide a detailed budget outline (attached file).
2. Total amount of requested funds:
3. Are there additional sources of funding for this project? If yes, where are the funds coming from? (max 250 words)
4. Have you applied to other grants for this project?
  - a. Yes
  - b. No