****

**Te Parahia Contestable Fund**

[Te Parahia: Sustainability Outcomes Framework 2023 – 2030](https://www.wgtn.ac.nz/sustainability/about-us/draft-sustainability-outcomes-framework/Te-Parahia-sustainability-outcomes-framework.pdf) provides the direction to deliver on our commitment to sustainability. The framework provides target outcomes across our five functional areas – Learning & Teaching, Research, Engagement, Operations and Governance.

This contestable fund has been established to help achieve our target sustainability outcomes by harnessing the innovation and expertise of the University community in addressing our global and local environmental challenges.

The fund uses revenue from the carbon levy, applied internally to all bookings for air travel, which was established in 2020 as part of the [Zero Carbon Plan](https://www.wgtn.ac.nz/__data/assets/pdf_file/0008/1770785/Zero-carbon-plan.pdf).

**Funding and Criteria**

It is anticipated $80,000 will be made available in the 2024 contestable fund round. Project bids are to be between a minimum of $2,000 and a maximum of $50,000 and will be assessed by a review panel against the following criteria:

* Impact –projects and initiatives that will deliver tangible impact towards better environmental outcomes, increased engagement with sustainability issues and/or growing the capacity of people to take meaningful action on sustainability issues.
* Maturity – projects and initiatives that build on existing work and relationships and/or have already undertaken significant planning to ensure the appropriate resourcing and approvals are in place to enable effective delivery.
* Alignment – projects and initiatives that contribute to one or more of the Te Parahia target outcomes and the strategic priorities of the University (connection, collaboration and community).
* Planning - projects and initiatives that have achievable outcomes, justified budgets, and teams with the necessary skills and capacity.
* Engagement - projects and initiatives that capture the imagination, involve the wider University community and grow our reputation.
* Diversity – spreading funding across different parts of the University and different functional activities while also supporting the goals of the [Equity, Diversity and Inclusion Framework](https://www.wgtn.ac.nz/documents/policy/academic/equity-diversity-and-inclusion-framework.pdf), will be a selection consideration.

**Key Dates**

Open for applications: 30 September 2024

Deadline for applications: 1 November 2024

Funding available from: 21 January 2025

Funding to be spent by: 19 December 2025

**Eligibility**

The Carbon Levy contestable fund is open to all VUW staff (academic and professional staff). All projects must have a Project Leader who will be responsible for the management and reporting. The Project Leader must be accessible for the duration of the project and be either:

* a permanent member of the University’s staff, or
* a staff member employed on a contract with terms of more than one year covering the entire period of the initiative funded.

Students and external collaborators are encouraged to be included in the project team, but they cannot be the Project Leader.

Projects can be focused on any of the five functional areas in Te Parahia - Learning & Teaching, Research, Engagement, Operations, or Governance, or cover multiple areas.

Applications must comply with and are assessed according to the criteria.

The fund is ***not*** for:

* initiatives led by the Sustainability team
* carbon-intensive activities
* “business as usual” activities
* literature reviews
* salaries for ongoing activity
* IT related overheads, and
* internal transfers, e.g. overhead costs or contributions to the costs of other parts of the University.

**Operation of the Fund**

Funding will be allocated to the Project Leader via an internal journal or the establishment of a research grant. Monies will be spent according to project conditions and specifications. Oversight will be by the Director, Sustainability.

**Reporting**

Project Leaders will be required to report to the Sustainability Team on the progress of their project against the objectives specified in their application mid-way through the project timeline and on completion of the project.

To apply for funding simply complete the Application Form below and email it to [sustainability@vuw.ac.nz](mailto:sustainability@vuw.ac.nz)

****

**Te Parahia Contestable Fund Application Form**

|  |  |
| --- | --- |
| Title of Project |  |
| Applicant / Project Leader |  |
| Applicant School / Institute / Centre / CSU |  |

**Project Summary (Max 150 words)**

*Provide a succinct outline of your proposal identifying how it contributes to the target outcomes in Te Parahia and meets the criteria of this fund. What are the goals of the project? Use plain English language, suitable for a non-technical audience*

|  |
| --- |
|  |

**Contributors (Max 100 words)**

*List all project team members (internal and external) who will be involved in delivering the project, what their roles will be in the project and what skills and expertise they provide.*

|  |
| --- |
|  |

**Project Activities (Max 200 Words)**

*Describe, in logical order, what you will do during this project including processes, tools, equipment and events.*

|  |
| --- |
|  |

**List Project Outputs (Max 100 words)**

*State the tangible deliverables that support environmental sustainability resulting from the project. These include publications, teaching tools, prototypes, exhibitions, performances, patents, publicity, operational improvements, scholarships etc., and provide a rationale for why specific outputs have been targeted.*

|  |
| --- |
|  |

**Strategic Significance (Max 100 words)**

*How does your project align with the University’s Strategic Plan?*

|  |
| --- |
|  |

### Project Timetable (Milestones)

*It is mandatory to enter a project start and end date and at least one milestone.*

|  |  |
| --- | --- |
| Project Start Date: |  |
| Project End Date: |  |
|  |  |
|  |  |

|  |  |
| --- | --- |
| Date | Milestone |
|  |  |
|  |  |
|  |  |
|  |  |

**Total amount applied for (excluding GST) – minimum $2,000 - maximum $50,000**

|  |
| --- |
| **$** |

**Other Sources of Funding**

|  |  |
| --- | --- |
| Internal University funding (where from and how much?) |  |
| External funding (where from and how much?) |  |
| TOTAL |  |

**Budget (Max 100 words)**

*Provide a breakdown of the items your funding will be allocated to including research assistants, consultancy, software, field trips, communications, events, equipment etc.*

|  |
| --- |
|  |

**Ethical Considerations**

|  |  |
| --- | --- |
| Does the project require the use of human or animal subjects? |  |
| If yes, which ethics committee will consider the application? |  |
| If yes, what is the status of the application? |  |
| If ‘Approved’ please state Date and VUW Committee Approval Number: |  |

**Manager / Head of School Approval**

*Provide the endorsement of the applicant’s manager or Head of School in support of this application*

|  |  |
| --- | --- |
| Name of Manager / Head of School |  |
| Role of Manager |  |
| Signature of Manager |  |

### Email this completed form to [sustainability@vuw.ac.nz](mailto:sustainability@vuw.ac.nz)