



# LEAF lab grants - Guidelines

LEAF lab grants are available for registered LEAF teams to implement an initiative that improves the environmental sustainability of their laboratory. LEAF teams may apply for grant funding between \$100 - \$1000. There are a total of 20 grants available, each up to \$1000.

Grant initiatives should contribute to teams completing at least 1 [LEAF accreditation criterion](#) from either the Bronze, Silver or Gold award levels.

Grant proposals are assessed on impact, longevity, and scalability. Grant proposals are assessed and awarded as they are received - on a first come, first served basis. No extra LEAF lab grants will be awarded once the available funds have been exhausted. The final date to submit a LEAF lab grant proposal is **July 26, 2024**.

Teams awarded a LEAF lab grant will be required to write an additional short reflection piece, due November 1, 2024. Teams will be asked to evaluate the impact and success of their initiative, describe any potential improvements, and supply up to 3 photos of the initiative.

## Application process

1. Register a lab team in the LEAF program. See more information [here](#).
2. Complete a Proposal Form (see page 2) and email it to the LEAF administration team at [LEAFlabs@unsw.edu.au](mailto:LEAFlabs@unsw.edu.au) by June 30. It is recommended to submit proposals quickly to ensure your initiative is funded, as all grants could be awarded before the June 30 end date is reached.
3. LEAF administration reviews the proposal and may request further information.
4. Initiatives are assessed against the proposal matrix (see page 4). If deemed suitable, funding will be awarded.
5. Successful grant recipients are responsible for implementing the initiative. LEAF administration can provide support and guidance where required.
6. In October grant recipients will be required to submit a reflection piece, evaluating the success of their funded initiative.

## Example initiatives

- Replacing single-use lab items with reusable products.
- Implementing new recycling (gloves, tip boxes, unpacking stations).
- Covering the price difference of purchasing higher efficiency products.
- Purchasing items that will enable technical or efficiency improvements (e.g., sash alarms).
- Sustainability events (catering, venue hire).
- Initial funding for process changes (e.g., TerraCycle zero waste boxes).
- Purchasing materials and/or labour costs to design and create laboratory efficiency equipment (e.g., sash alarms, outlet timers).

For more initiative examples, read the 2023 case studies of successful lab grant recipients [here](#).



# LEAF lab grants – Proposal form

Please email this completed form to LEAF administration at [LEAFlabs@unsw.edu.au](mailto:LEAFlabs@unsw.edu.au).

LEAF team name	
Initiative title	
Requested funds (\$100-1000)	
Primary contact details	
Name	
Email	

## Project overview

Describe the lab sustainability initiative you want to implement (max 100 words)
Which <a href="#">LEAF accreditation criteria</a> does the initiative help you complete (e.g. Bronze Criteria 8)
List the environmental benefits of this initiative.

## Initiative plan

What is the proposed breakdown of expenses?

What is the expected timeframe to implement this initiative?

Will this initiative provide continued benefits once being implemented?

Do you believe this initiative could be replicated across other UNSW spaces? Briefly explain how.

## Measurement

Briefly describe how you will measure the impact and success of your project. This could be qualitative and/or quantitative.

**Thank you for completing this form!**  
Please email to LEAF administration at [LEAFlabs@unsw.edu.au](mailto:LEAFlabs@unsw.edu.au) and we will be in touch.



# Office use only

Assessment matrix	C	B	A
<b>Impact</b> – How will the initiative lead to improved environmental outcomes? How will the improved outcomes be measured?	This initiative may have an impact on the environmental sustainability of its lab. It is difficult to measure the impact.	This initiative has a moderate impact on the environmental sustainability of its lab. Impacts can be measured.	This initiative has a large impact on the environmental sustainability of the lab. Impacts are easily measured.
<b>Longevity</b> – How difficult will the initiative be to maintain? Does it require constant upkeep? Will it fail without widespread behavioural change?	This initiative requires regular maintenance and consistent long-term behavioural change.	This initiative requires moderate maintenance and behavioural change.	This initiative could last indefinitely with very little upkeep or behavioural change required.
<b>Scalability</b> – Can this initiative be replicated across other UNSW laboratories? How difficult would it be to implement the initiative university-wide?	This initiative is specific to this laboratory. It is not relevant to other laboratories and couldn't be implemented university-wide.	This initiative could be replicated in laboratories with a similar set-up and equipment. It couldn't be implemented university-wide.	This initiative could be used by all UNSW laboratories and workshops. It would be possible to implement university wide.

Initiative proposal assessment		
Impact	Longevity	Scalability
Proposal outcome		
Approved	More information required	Denied
Comments		