

Sustainable CU: Environmental Improvement Initiative Request for Proposals 2012-2013

Sustainable CU is a grant fund approved by students in 2004 to fund and promote innovative, student-led sustainability projects on the University of Colorado at Boulder (UCB) campus. For the 2012-2013 planning year, Sustainable CU is offering support for small projects (up to \$2500) and large-scale capital projects (amounts greater than \$2500) through two separate applications. Approximately \$160,000 is available for disbursement.

Eligibility

Expenses that can be funded by Sustainable CU include items such as:

1. Small grants program: Infrastructure, contractor fees, consumables, and equipment rentals.
2. Large grants program: Capital investment, contractor fees, infrastructure, capital project installation, and related educational displays.

Sustainable CU does not pay for applicants' own labor; however, fees charged by third-party professionals, e.g., architects and electricians, *are* funded by the program.

Funding cycles and timeline

1. Small grants program: Monthly applications will be accepted until the close of business on the first Monday of the month from October 1, 2012 through March 4, 2013. Funded projects must be fully executed within three months of the date of the award. An interim progress report must be submitted no later than six weeks after grant submitters have been notified that their project has been funded.
2. Large grants program: Applications are accepted twice yearly. Deadlines are November 5, 2012 and February 4, 2013 by close of business. Funded projects must be fully executed or submit an interim progress report no later than six months after grant submitters have been notified that their project has been funded.

Funding will be withdrawn if projects do not meet these requirements. A short final report is due once the project has been completed; 10% of funds will be withheld until the report is received. Guidelines for the report are available from the Environmental Center upon request.

Common Requirements

1. **Description of project** containing all project elements and deliverables.
2. **Student involvement.** In general, greater student involvement increases the likelihood that a proposal will be funded.
3. **Detailed budget** showing exactly how requested funding will be spent. Efficient use of funds weighs in favor of funding. In this and any other application element requiring a quantitative response, please provide a basis or source for estimates.
4. **Matching funds or in-kind support** from another source are not mandatory, but must be discussed and increase the likelihood of funding. Pending applications for funding from other sources should also be mentioned.
5. **Feasibility** as detailed in a specific timeline and a completion date within the funding cycle requirement above.

For examples of funded projects of both scales that fulfill these requirements, refer to <http://ecenter.colorado.edu/greening-cu/sustainable-cu>. Please note that proposals listed there do not include examples of perfect submissions.

Additional Requirements: Small Projects

In addition to fulfilling the Common Requirements, applications must include the following elements:

1. **Student Impact:** State the student impact in terms of the percentage of the student body that is expected to benefit from the project; use a similar metric if such an estimate is not possible. State the degree to which this project is student led and implemented. Please provide a basis for numerical estimates.
2. **Sustainability:** Describe how the project integrates the three facets of sustainability: environmental protection, economic benefit, and social equity.
3. **Innovation:** Explain why your project is a new idea or how it addresses a sustainability-related issue in a novel manner. Especially novel and innovative projects are preferred, but proposals must also be feasible.

Additional Requirements: Large Capital Projects

In addition to fulfilling the Common Requirements, applications must include the following elements, which will be weighted as described below.

1. **Project Timeline, Scope, and Feasibility (20%)**
 - a. Provide a detailed timeline with specific deadlines and deliverables. Please include project completion dates by phase
Example: Educational display designed by [date] and put into place by [date].
 - b. Scope includes requested Sustainable CU funds, number of people needed, and a list of the campus groups that need to be involved to implement your project.
 - i. *Example:* Installation, six student volunteers required. Needs approval from Facilities Management.
 - c. To establish your project's feasibility, please explain how and why you will be able to meet your project's deadlines and complete the project in a timely manner.
2. **Environmental Impact (20%)**
 - a. How does your project enhance and protect the environment? Please refer to the Blueprint for a Green Campus, the CU Carbon Neutrality Plan, and CUSG for specific environmental goals, and show how your project will address one or more of these goals.
 - b. Grants that mitigate environmental impact but do not include goals from the above documents will still be considered. If your grant falls into this category, please clearly state the environmental benefit(s) that will occur as a result of funding and connect the outcome of the grant to the above documents, environmental needs at CU specifically, or both.
3. **Student Involvement (15%)**
 - a. This category is designed to ensure student involvement in projects. Therefore, clearly indicate the student(s) or student group(s) involved in your project.
 - b. Explain how your project will impact individual students and the larger student body. How will your project involve individual students in the actual completion of the project? How does your project enhance the educational experience of students on campus?
4. **Social Equity (15%)**
 - a. How does your project contribute to improved social and environmental justice and equity issues on or off campus? Does your project increase awareness of social or environmental justice issues?
5. **Innovation (15%)**
 - a. Sustainable CU rewards innovation and creative solutions to our pressing environmental problems. Explain how your project is a new idea or new way of addressing an environmental issue. This section should usually include a description of the existing problem and any solutions already in place.
6. **Detailed Project Budget and Savings (5%)**
 - a. Please provide a detailed budget on a separate spreadsheet. Show all sources of funding necessary for your project and whether those sources have been committed.

b. To the best of your knowledge, will your project save the University money or save students money (for example, through reductions in student fees)? This answer can be an estimate and does not have to include hard figures, but precision is preferred where feasible.

7. **Project Longevity (10%)**

a. Please explain how your project will continue to provide benefits in the long term, and whether these benefits will increase or diminish with time. If applicable, will your project continue to work and be maintained after the present students involved leave campus? How will long-term continuity be ensured?

Evaluation

The Environmental Board will review and determine awards for small projects during the first two Tuesdays of each month during the application season. Applications submitted immediately before the deadline may not be reviewed until the second week if some members have not had sufficient time to examine them. Applicants may be asked for additional information or a presentation as appropriate, and changes may be suggested to the plan based on the criteria set forth above. Awardees will be notified of decisions within 21 days of the deadline or 14 days after a final appearance before the Board (if requested), whichever is longer.

Funding decisions will be made on the basis of an application's completeness and responsiveness to the above required elements as determined by the Environmental Board at the time of review. Projects not funded during one cycle may be resubmitted during the next.

Please submit proposals in PDF format to ecenter@colorado.edu.