UNIVERSITY OF MARYLAND
sustainability
fund

GRANT PROPOSAL

Part 1: Applicant Information

Project Title:

Application Date:

Total Requested Amount (minimum grant = $2,000):

Name and Title of Primary Contact:

Campus Affiliation (Name of Organization, Department, or Office):

Please mark your status with an "X": Student__ Staff__ Faculty__

Email Address:

Cell and/or Work Phone:

Campus Mailing Address:

If you are a student, please complete this section.

Check one:

__ This project is solely my own **OR**

__ This project is proposed on behalf of (name of student org., campus dept., etc.):

Name of Faculty or Staff Project Adviser:

Adviser's Email Address:

Adviser's Campus Address:

The following section is required for all applicants. Any project that receives funding must identify a business manager to administer the project account. This person will likely be the existing business manager in the sponsoring department and <u>must be able to approve KFS accounts</u>. If you are a student, ask your advisor if the business manager for your advisor's department would serve in this capacity.

Name of Business Manager:

Campus Affiliation (Name of Organization, Department, or Office):

Email Address:

Campus Address:

Phone Number: Day-time/Work:

Part 2: Proposal Instructions and List of Attachments

Please review the proposal materials and online content carefully. It is <u>highly recommended</u> you contact the Office of Sustainability at least four weeks in advance of the proposal deadline to talk through your proposal before you submit it. Contact:

> *Rosangelica Rodriguez*
> *Sustainability Fund Coordinator*
> *Office of Sustainability*
> sustainabilityfund@umd.edu
> *301-405-3981*

When you are ready to fill out your proposal, please answer the 10 questions in Part 4 of this form. Your responses to those 10 questions should not exceed 6 pages (using 11 point font). You should submit additional documentation (e.g., letters of support, maps, drawings, budget, etc.) as attachments when you submit your proposal.

Please include a bulleted list of any attachments (including file names) here:

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Email your completed proposal materials to sustainabilityfund@umd.edu. Include "Sustainability Fund Proposal" and the name of your project in the subject line. You will receive confirmation that your materials have been received within three days of your submission.

Proposal deadlines for all applicants:

> ***Priority deadline:*** ***October 15 at 11:59 pm***

> ***Final deadline:*** ***January 15 at 11:59 pm***

Part 3: Criteria for Proposals

The Sustainability Fund Review Committee will evaluate proposals based on the following criteria.

REQUIRED

1. **Campus Affiliation -** Only UMD students, staff members, and/or faculty members can propose projects. Individual students or student organizations proposing a project must include the name and contact information for a faculty or staff sponsor/advisor who is committed to advising throughout the project implementation. All proposers must include the name and contact information for a business officer who will oversee the use of funds for the project.

2. **Minimum Request -** The proposer requests no less than $2,000 and no more than the total amount available in the Sustainability Fund. *Proposers seeking less than $2,000 can request a Sustainability Mini Grant from the Student Government Association's Sustainability Committee.*

3. **Innovation -** The project is innovative and does <u>not</u> include routine maintenance/equipment replacement or code-compliant activities. The Fund may provide money to cover the cost difference between conventional equipment and/or operations and sustainable alternatives.

4. **Itemized Budget and Schedule -** The proposer must submit an itemized budget that details the full cost of implementing the project and specifies the budget items for which the proposer is seeking Sustainability Fund support. The proposer must also provide an appropriate schedule for completing the project.

5. **Metrics and Reporting -** The proposal includes a plan for tracking, recording, and reporting the project outcomes back to the Fund Coordinator within 12 months of receiving funding.

PREFERRED

6. **Project Outcomes -** Sustainability Fund projects typically meet at least one of the following criteria and ideally meet multiple criteria in this section, however, projects that do not meet these criteria may be considered. *Please contact the Fund Coordinator prior to applying if your project does not match with one of the following:*

   a. The project improves the environmental performance of campus operations by decreasing greenhouse gas emissions, reducing energy and/or water use, enhancing stormwater management, increasing biodiversity, minimizing waste, etc.

   b. The project substantially improves or creates opportunities for UMD students to learn about and develop skills for sustainability or otherwise enhances the UMD student experience.

   c. The project involves research that would create substantial opportunities for student involvement <u>and</u> the outcomes of the research have practical implications for improving the environmental performance of campus operations.

7. **Appropriate Expenses -** The proposer requests Sustainability Fund money to cover the costs for materials and/or skilled labor to implement the project. Furthermore, Fund money would cover <u>only</u> one-time costs and <u>not</u> ongoing costs.

8. **Feasibility and Institutional Support -** The project is feasible and has the support/approval of appropriate campus individuals and units.

9. **Cost/Benefit Analysis -** The project proposal outlines the payback period (if applicable) and clearly-defined, measureable outcomes, backed by metrics. The benefits will be considered relative to costs and the availability of monies within the Fund.

10. **Matching Funds -** The sponsoring department or other entities beyond the Sustainability Fund offer matching financial or in-kind support for the project.

Part 4: Questions about Your Project *(this section must not exceed 6 pages in length when complete)*

1) **Project Description**
   Provide a summary of your project.

2) **Anticipated Outcomes/Impact**
   What outcomes do you anticipate? Discuss environmental benefits, impact on the student experience, and the education and outreach potential. If the project has environmental benefits, please quantify those benefits in terms of kilowatt-hours saved, tons of greenhouse gas emissions reduced, gallons of stormwater treated, etc.

3) **Metrics for Assessment**
   How will you measure and evaluate your project's success?

4) **Project Budget**
   What is the total project budget? What is your plan for sustained funding? Include a detailed and itemized budget for the project and indicate if this project is receiving funding from other sources.

5) **Financial Payback**
   Will the project result in cost savings to the university or campus group? **Yes __ No __**
   If yes, what is the payback period?

6) **Project Lifespan**
   What is the expected lifespan of the project? Who will be responsible for overseeing it during that time?

7) **Project Sustainability/Accountability**
   How will you ensure the sustained existence/maintenance of this project (including reporting requirements) once you are no longer involved? If the project will conclude while you are involved, what will happen to the materials purchased for the project and how will you return the project site to its original condition?

8) **Project Benchmarking**
   Have similar projects been implemented on other campuses? Have they been successful? How does this project differ?

9) **Potential for Broad Application**
   How can your project be scaled for broader application?

10) **Student Input and Endorsement**
   How has your project sought student input and endorsement? This could include focus groups, presentation to the SGA Student Sustainability Committee, student org endorsement, etc.