



## WSU Green Action Project Program Administration

*Approved by the All-University Sustainability Committee on May 2, 2016.*

*Amended and approved by the All-University Sustainability Committee on October 18, 2016.*

### **Mission**

The Green Action Project (GAP) provides funding for projects that promote environmental sustainability and enhance the student experience at WSU. GAP funding will be allocated to projects that increase the use of renewable energy on campus and/or in the local community, increase the energy efficiency of our facilities, reduce the amount of waste created and material resources used on campus, encourage sustainable behaviors, and integrate sustainability into teaching, research, operations, buildings and grounds management at WSU. The All-University Sustainability Committee administers the GAP.

### **All-University Sustainability Committee Composition and Charge**

- Sustainability Director (SD) and Sustainability Studies Program Director (SSPD) serve as co-chairs of the Sustainability Committee - SD will call the first meeting
- Term of membership is three years (except students) terms will be staggered to help provide stability and continuity
- Composition: 5 IFO, 2 ASF, 2 AFSCME, 1 MAPE, 1 Administrator, 5 Students, Ex-Officio – SD, SSPD, plus one representative from each of the following areas: Facilities, Business Office, Dining Services, and Advancement

### **Charge:**

The Sustainability Committee generally serves as an advisory body, providing university-wide support and resources for building a strong culture of sustainability at WSU. Specifically, the Sustainability Committee coordinates the GAP proposal and review process, and makes recommendations for funding and implementation to WSU Administration.

The Sustainability Committee and its subcommittees are encouraged to invite guests to participate in meetings and provide information, drawing on campus and community expertise whenever appropriate.

### **Green Action Project (GAP) Coordinator**

The SD (Sustainability Director) will serve as the GAP Coordinator.

The responsibilities of the GAP Coordinator are to:

- Publicize and administer the GAP
- Track and report on student green fee budget and projects
- Document Sustainability Committee decisions on GAP allocations and projects
- Compile, summarize and present annual project reports to the Sustainability Committee, the Student Senate, and the Administration.

## Allocation of Funds and Project Selection

The Sustainability Committee will decide which projects to recommend for GAP funding by a simple majority vote. The Sustainability Committee may elect to recommend partial or staged funding for a proposal.

- Smaller-scale, short-term projects (less than \$10,000 budget; less than 1 year project duration) may be submitted for Sustainability Committee review at any time during the school year.
- Larger-scale, long-term projects (budget of \$10,000 or more; project duration longer than one year) should be submitted before October 30, so that they can be evaluated and forwarded for administrative review. If funds are available, proposals may be considered at a second deadline of February 15 during spring semester, as determined by the Sustainability Committee.

The Sustainability Committee will give preference and priority to project proposals that meet the criteria below.

### High Priority Criteria:

- 1. Student Experience** - Project includes opportunities for student involvement and/or will positively impact the student experience.
- 2. Connection to Campus** - Project directly addresses environmental sustainability on the WSU campus or in the capacity that on-campus activities directly influence environmental sustainability in the surrounding community.
- 3. Campus Affiliation** - Project proposal is submitted by a WSU student, staff member, and/or faculty member on behalf of an individual or WSU program, organization, office, or department. Non-university affiliated Individuals and organizations may not submit proposals.
- 4. Feasibility and Institutional Support** - Project is feasible and has support from appropriate campus individuals and entities. Individual students or student organizations must have the signature of a faculty or staff advisor who is committed to advising throughout project implementation.
- 5. Appropriateness of Schedule and Budget Request** - Project schedule and budget are reasonable and conform to established timelines, constraints and parameters.
- 6. Accountability** - Project includes a mechanism for evaluation and follow-up after funding has been dispersed. At a minimum, a project plan should include appropriate progress reports to the Sustainability Committee based on the duration of the project and a final report within 60 days following completion of the project. The SD and the Sustainability Committee will review these reports. If a project is expected to have on-going benefits such as annual cost savings, the project plan must include a mechanism for tracking, recording, and reporting these benefits back to the Sustainability Committee on an annual basis for a minimum of 3 years.
- 7. Minimal Funding Level** - Project requests normally \$500 or more; exceptions may be granted.

### **Secondary Criteria (as relevant):**

**8. Innovation** - Project is innovative in nature and does not include routine maintenance or code compliant activities. Funding may support narrowing the gap between code-compliant and more sustainable alternatives.

**9. Environmental Benefits** - Project demonstrates a reduction in WSU's carbon footprint or provides other environmental benefits such as water conservation, storm water management, biodiversity conservation, and waste minimization.

**10. Regional Connection** - Project provides intellectual and emotional linkage with the unique landscape of the Driftless Area/ Mississippi River, as well as the cultural lifeways of this special place.

**11. Outreach and Education** - Project considers interdisciplinary and experiential education and outreach opportunities and has included them as part of its implementation plan.

**12. Self Sufficiency** - Preference will be given to projects that can obtain matching funds from sources beyond the GAP or include a plan for sustained funding.

**13. Potential for Broad Application** - Project has potential to be scalable across the campus.

**14. Cost/Benefit Analysis (as appropriate)** - Project proposal outlines project payback, lifecycle costs and savings, etc.

The Sustainability Committee may determine additional requirements and preferences for each year's funding cycle, provided that these criteria are consistent with overall mission and GAP criteria and preferences outlined above.

### **Call for Proposals and Review**

The GAP Coordinator will issue a call for proposals to the campus community by September 1st of each year. Proposals submitted in response to this call should be received by October 30th of the same year. Members of the Sustainability Committee may submit proposals for consideration but any member who submits a proposal must recuse themselves from voting on that proposal.

### **Other Guidelines Governing Student Green Fee Funds**

The Sustainability Committee should not recommend allocating more than 100% of the funds available through the student green fee fund to Administration. Any funds not allocated in a given year shall remain in the student green fee account for future use. Funds allocated to a project that are not spent within the approved project time frame or 1 year, whichever is longer, shall be returned to the student green fee account for reallocation. If the project is ongoing, project leaders may request an extension providing they have funds remaining at the end of the approved time frame. Requests for extension must be sent to the GAP Coordinator within 30 days of the end of the approved time frame and must include a detailed plan explaining how the project leaders will use the remaining funds to complete the parts of the project that were specifically approved for funding. The GAP Coordinator will review the

request for extension. Project leaders cannot use funds past the stated end of the approved time frame without written approval from the GAP Coordinator.

GAP funds are not to be used or reallocated for purposes other than those described in this document and in the approval issued by the WSU Sustainability Committee.

### **Accountability, Records, and Reports**

The Sustainability Committee will make its GAP records available upon request and provide an annual summary of its activities to WSU Administration and Student Senate. This information will be posted in a timely manner on the campus sustainability website ([www.winona.edu/green](http://www.winona.edu/green)).

All projects funded by the GAP will submit reports to the GAP Coordinator at the conclusion of projects, or annually from the date of the project approval, if the project is funded for multiple years. The report should include a budget detailing spending and how goals and milestones were achieved. Upon review of progress or final project reports, the GAP Coordinator will judge whether the funds were spent within the scope of the project. If the GAP Coordinator decides that the funds were spent outside of the project scope, return of any remaining funds to the student green fee account may be recommended to the Sustainability Committee, which will evaluate the project status based on all available information and make recommendations regarding the return of unused project funds to WSU Administration.

Modifications to these guidelines may be recommended to the Sustainability Committee and passed by a two-thirds (2/3) vote of the voting members. Recommended modifications must be consistent with the mission of the GAP and the WSU Office of Sustainability.