WSU Green Action Project Guidelines

The WSU 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.

Submission Deadlines

> • 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 during spring semester, as determined by the Sustainability Committee.

Project Funding Criteria

The Sustainability Committee will give preference and priority to project proposals that meet the following criteria:

> **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 Sustainability Director 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 funding source 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.

Application Guidelines

Applications can be made using the application form and budget templates available on the Student Green Fee website. Email completed application, budget template, and any supporting materials to Sustainability Director Nathan Engstrom at nengstrom@winona.edu.

The following information will be collected:
- Classification: Student, Staff, or Faculty
- Project Title
- Name of primary contact

- Email Address of primary contact
- Campus affiliation
- If you are a student,
    - o Is this project solely your own OR
    - o If this project is proposed on behalf of a group, please identify
    - o Name of group
    - o Name of Faculty or Staff Project Advisor (required)
    - o Advisor Email Address
    - o Advisor Department or Organization
    - o Advisor Phone Number
- Budget

Questions about Your Project

1. **Project Description**
Provide a 200-word overall description of your project. If funded, this overview will be included in the Green Fee website.

2. **Sustainability Outcomes/Impact**
How does your project promote and enhance aspects of sustainability both in the short term and the long term? What is the anticipated impact on the student experience? What is the education and outreach potential of this project? Please be as specific and detailed as possible for this section.

3. **Student Input/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. Include any letters of support, copies of meeting minutes showing endorsement, etc., if applicable.

4. **Faculty and Staff**
Input/Endorsement Please note which departments, committees and/or specific positions on campus you have discussed your proposal with. In some cases, projects will require review and approval from one or more of these prior to review by the Sustainability Committee.

5. **Budget Overview**
What is the total cost of this project? What are the major expenses? What are the material specifications and who are the possible product suppliers? Will the project result in expected cost savings? If yes, what is the payback period? Please include any quotes or proposals that you have received.

6. **Project Benchmarking**
Have similar projects been implemented on other campuses? Have they been successful? How does this project differ? Please cite any case studies, reports, or other examples that your proposal is based on.

7. **Accountability**
How will you measure and evaluate your project's progress and success?

8. **Self Sufficiency**

Will your project include funding from sources other than this GAP grant? Once the grant period is over, what is your plan for sustained funding? In other words, how will you meet all of the financial needs for your project both now and in the future?

9. **Potential for Broad Application**

Does your project have the potential to be scalable across campus or at a larger scale? Please discuss its potential for broad application beyond the initial grant period.