

Call for undergraduate project proposals;

The ASWSU Environmental Task Force (ETF) would like to share with you an exciting new opportunity for undergraduate students at WSU to get involved in making our campus more sustainable. As you may have heard, a new, optional five dollar student fee was added to class registration, known as the Cougar Green Fund. After years of hard work by members and supporters of ETF and the WSU Environmental Science Club, this fund is now operational and received its first semester of donations during fall registration. **While the Cougar Green Fund is largely overseen by the ETF, it is dedicated to the entire student body. By this letter we are hoping to inform more students that this funding is available and encourage them to help lead improvements to our campus.**

As an optional fee, donations to the CGF show that students on campus are self-motivated to initiate change towards a greener future here in Pullman. Donations for the first year of operation of the fund totaled over \$10,000. Any undergraduate student or student organization may submit grant proposals through a simple application, outlined in the attached "Cougar Green Fund: Grant Proposal Requirements" document. Potential projects may include such improvements as the installation of green roofs or solar panels, a stormwater recycling project, or enhanced compost and waste management systems. Possibilities are endless and any project aimed to further WSU's sustainability goals and environmental performance would be considered. Proposed projects will be made available for public comment before review by the WSU Sustainability and Environment Committee.

We would ask that you please take a moment to review the attached grant proposal requirements. **The deadline for spring semester submissions is March 6.** Anything you can do to help disseminate the information to potentially interested students would be greatly appreciated. If you have any questions or would like further information, please feel free to contact us by phone or email, we would be willing to meet with you personally if requested. You may also want to check out ETF's website (<http://aswsuetf.wordpress.com/>), which includes more information on ETF and the CGF.

Thank you,

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COUGAR GREEN FUND: GRANT PROPOSAL REQUIREMENTS

Academic Year 2011-2012

I. PROPOSAL REQUIREMENTS

A. General

Proposals for the Cougar Green Fund grants may be submitted by undergraduate students and student groups/organizations associated with WSU. Proposals should be concise, no more than four pages, and follow the outline of content specified below. Sponsor's letters of recommendation, if any, are not counted in the page limit.

Your proposal should be submitted to the WSU Sustainability and Environment Committee by 12:00 PM on November 1st 2011 for the Fall Semester or March 6th 2012 for the Spring Semester.

Questions concerning proposals can be directed to the Environmental Task Force Chair, Environmental Science Club President, or Dwight Hagihara, WSU SEC Coordinator.

Please include the following six sections in your proposal:

1. Project Summary

Please include a **four to five sentence summary** of your project. This summary should be a quick overview of the important features of the project, including its main objectives, participants, and benefits.

2. Scope

Please describe:

- 1) The need for the project.
- 2) The goals and objectives, including learning outcomes for students, if applicable.
- 3) The scope of work.
- 4) The methodology/approach, including plan, where applicable, to assure compliance with Codes, federal/state/local laws, University Standards, etc.
- 5) The work plan.
- 6) The potential for any future phases and institutionalization.

3. Project Participants

- 1) A list of team members, sponsoring organization, and any other participants.
- 2) Team member qualifications.
- 3) Team member roles and responsibilities.
- 4) A designation of the Project Team Leader, who will be the primary contact for the project.

4. Budget

- 1) Team member stipends/consultant labor costs (if any), with hourly rates if applicable.
- 2) Cost of materials and equipment in implementing the proposal.
- 3) Estimate of reimbursable expenses (examples: travel expenses, telephone, prints, copies, mail).
- 4) Estimate of annual operations and maintenance costs; funding plan for same.
- 5) Designation of a Project Fund Manager, who will be the contact regarding financial matters. This can be the same person as the Project Team Leader. While a table summarizing the budget and the total grant request is required, a narrative description of the budget is also welcome.

5. Schedule

Please include an overall project schedule with a projected breakdown by major work task.

6. Sponsors & Letters of Recommendation

Proposals should acknowledge if the project has any sponsors, that is, if the project is being done under the auspices of a University organization or department or with the cooperation of some group external to the University. Proposals may include letters of recommendation from their sponsors. WSU SEC encourages proposal to have sponsors, where useful.

II. COUGAR GREEN FUND: GENERAL INFORMATION

A. The Washington State University Sustainability and Environment Committee (WSU SEC) Proposal Requirements

The WSU Sustainability and Environment Committee is a committee of faculty, staff, and students established by President Floyd in the Fall of 2008. It provides advice to the President and to the Vice President of Business and Finance regarding environmentally related management activities at WSU. WSU SEC has agreed to serve as the oversight board for the Cougar Green Fund, which provides financial resources to undergraduate students and student groups for activities and projects that improve the WSU Pullman campus or its footprint on nearby lands in order to further WSU's sustainability goals and environmental performance.

B. Proposal Parameters

Proposals will be funded by the Cougar Green Fund. Proposals for more than \$20,000 should be discussed beforehand with the WSU Sustainability and Environment Committee, the Environmental Science Club, and WSU Administrators.

C. Review Process

The Proposal review process will be as follows, once per semester:

1. Proposal submission and initial screening for completion by the ASWSU Environmental Task Force and WSU Environmental Science Club.

2. All proposals that have met eligibility requirements will be displayed for public comment in the Daily Evergreen and/or Environmental Task Force Website. The Environmental Task Force is responsible for the cost of advertising this information. The public comment period shall be at least two weeks.
3. After the public comment period is over, proposals will be distributed to the WSU Sustainability and Environment Green Fund Subcommittee made up of two students, one faculty, and one staff. Subcommittee recommendations then will be given to SEC.
4. SEC full-committee review of the proposals, prioritization, and recommendations from the President and other involved parties.
5. WSU SEC Notification of Award.

D. Evaluation Criteria

Proposals will be evaluated based on the following criteria, *not* listed in order of priority:

1. Student voice: Heavy consideration to be given to projects most supported by the student body, made known through public comment.
2. Innovation
3. Feasibility
4. Extent of impact/return on investment
5. Team composition
6. Sponsorship by University organization or department.
7. Appropriateness of budget request.
8. Level of cost-sharing
9. Appropriateness of schedule
10. Institutionalization of the project
11. Advances the goals of WSU SEC and university sustainability initiatives
12. On-going costs for operations and maintenance of the completed project

E. Notification of Award

WSU SEC will notify each Project Team Leader of the award of grants by early fall of the following academic term (September of 2012). Proposals may be accepted as submitted, accepted with revision per agreement of the proposer and WSU SEC, or declined. Proposers may be invited to work with WSU SEC and other review boards on adjustments to the proposal and implementation of their projects.

F. Project Process

Grant recipients will be assigned to a WSU SEC Subcommittee or WSU SEC member for general supervision, and will be required to submit to the WSU SEC and Environmental Science Club a performance report, documenting the project status, at the midpoint and completion of their project. Project award funds will be disbursed through Washington State University to the appropriate Project Manager. Grant recipients will follow standard WSU financial procedures.

Thank you for your work to improve Washington State University's environmental performance and our drive to become a more sustainable

Examples of similar student funds at work from other universities:

Western Washington University

Over 80 percent of the student body voted to support a green fee of \$9 per quarter. The funding began in 2005 and has been applied toward student projects, the purchase of renewable energy credits, and other initiatives that increase the university's efficiency and decrease consumption.

University of North Carolina, Chapel Hill

A student committee oversees funds from a \$4 per semester student fee which is dedicated to increasing the university's energy efficiency, use of renewable energies, and environmental education projects. The funds generate nearly \$200,000 per year and have been used on photovoltaic solar panels, efficient lighting upgrades, and more. The Morrison Dormitory recently won the U.S. EPA's National Building Competition for energy efficiency.

University of California, Santa Barbara

A comprehensive waste management program for Ellison Hall (\$24,731) that aims to achieve 75 percent waste diversion by the end of 2008, and zero waste by 2012; replacement and recycling of nine standard urinals in Campbell Hall and North Hall (\$10,242) with waterless urinals; expansion of Environmental Health and Safety's Adopt-a-Chemical Program (\$17,791) to minimize chemical wastes by designing a new Web site and hiring an educator; and \$24,145 was loaned to the Design and Construction Services Department (DCS) as matching funds for various energy conservation projects.