

Student Sustainability Grant Program: Macro Grant Proposals

The Utah State University Student (USU) Sustainability Office is now accepting proposals for grants to support student led sustainability projects. Funding is available to undergraduate and graduate students for on-campus environmental projects that advance USU's sustainability initiatives.

The Blue Goes Green Student Grant Program is funded through the Blue Goes Green Fee, a \$0.25/credit hour fee (maximum of \$3/semester) that USU students passed in February 2011. The Blue Goes Green Fee is a student-driven and student-led campaign that gives every student on the Logan campus the opportunity to apply for a grant and implement a sustainability project on campus.

HOW TO APPLY

To apply, please email completed proposal to sso@usu.edu

Applications are due November 1 at 5:00pm.

Early submissions are encouraged and appreciated.

Completed proposals include:

1. Cover Page (Required)
2. Proposal Description (Required)
3. Budget (Required)
4. Letters of Support (Optional)
5. Other Supporting Materials (Optional)

PROJECT GUIDELINES

- ❖ USU undergraduate and graduate students on the Logan campus are eligible to apply.
- ❖ Facilities must approve all project proposals that require new space or modifications to existing space.
- ❖ Individuals or teams can apply. Student collaboration and cross-disciplinary teams are strongly encouraged. Teams must designate a student team leader on the application who will remain in charge throughout the project's duration.
- ❖ Students must collaborate with faculty and/or staff and choose a project advisor prior to submitting an application. The project advisor must commit to working with the student or team for the duration of the project.
- ❖ The student team leader must be enrolled during all semesters, except summer, in which the project will be executed.
- ❖ A funding mechanism will be established at the time of project implementation.
- ❖ Projects spanning more than one academic year must include a plan for continuity.
- ❖ Projects must directly address environmental sustainability on the campus of USU and have a positive measurable impact on energy use, waste reduction, water use, green building, environmental education or other environmental considerations.
- ❖ Projects must have received written confirmation of support by appropriate campus officials prior to consideration.
- ❖ All projects shall have a mechanism for evaluation and follow-up upon project acceptance. This includes monthly reporting to the Student Sustainability Office and completion of a final report.
- ❖ Projects must have publicity, education, and outreach considerations.
- ❖ Preference will be given to projects that demonstrate the greatest reduction in USU's environmental impact for the least cost.



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Questions can be directed to the Student Sustainability Office at sso@usu.edu, more information is found at usu.edu/bgg

EVALUATION OF PROPOSALS

Awards will be granted to projects reviewed and judged by the Blue Goes Green Student Grant Program Selection Committee comprised of USU faculty, staff, and one student representative from each college. Applicants may be invited for an interview/presentation.

Grant payments will be disbursed depending on project needs as outlined in the required budget and project administration timeline. Grant funds will be disbursed through the Student Sustainability Office. The Student Sustainability Office retains the right to examine use of funds and expenses related to projects at any time.

Project funding may be suspended and/or terminated upon review and recommendation of the Student Sustainability Office if satisfactory progress is not made according to the proposal timeline and/or due to other negligent actions in accordance with USU policy and procedures.

Please verify the completeness of your proposal prior to submitting; incomplete applications will not be considered.



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1. COVER PAGE

TITLE OF PROPOSAL

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Project Start Date:	Amount Requested:
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STUDENT TEAM LEADER

Name:	A#
Phone:	Email:
Major(s):	Minor(s):
Academic Advisor:	Accumulated Credit Hours:

List any academic honors or awards you have received or any special project(s) you have completed that relate to your proposal (please attach a separate sheet if necessary):

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ADDITIONAL TEAM MEMBERS

Name:	A#	Email:
Name:	A#	Email:
Name:	A#	Email:
Name:	A#	Email:

PROJECT ADVISOR

Name:	Phone:	Email:
Department:		

Project Advisor Signature: _____ Date: _____

USU FACILITIES APPROVAL (if applicable)

Name:	Phone:	Email:
Department:		

I approve that the proposed project has been reviewed and approved for implementation by the USU Facilities Department.

Facilities Signature: _____ Date: _____

MATCHING FUNDS:

Matching funds are supplementary funding from other sources in addition to the Blue Goes Green Student Grant award. If receiving matching funds please complete this section and include details in the budget.

Funding Source:	Funding Amount:
Contact Person:	Phone: Email:



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By signing below, I certify that:

1. If the proposed activity requires new space or modifications to existing space, provisions have been made to make such space or other USU resources available in the event that an award is made.
2. The statements contained herein are accurate, complete, and truthful to the best of my knowledge and belief.

Applicant Name: _____

Signature: _____ Date: _____

2. PROPOSAL DESCRIPTION

Complete all sections below:

- I. **Proposal Abstract** (do not exceed 250 words):
- II. **Project Goals and Description:** Describe your project in detail and why you believe it will benefit USU and its students. If your project has been tried before on this campus or elsewhere, please include examples and explanations of implementation and success. For ideas, search the Internet for 'student sustainability grants' (or similar search) or visit: www.facilities.utah.edu/static-content/facilitiesmanagement/Sustainability/Resources%202.pdf.
- III. **Project Outcomes:** Describe in detail the project's anticipated positive environmental impacts (yearly utility savings, air pollution reduction, water conservation, reduced transportation, etc). How will you verify and measure the project's overall results? Outline anticipated short-term and long-term environmental, social and economic benefits for the campus community. Explain what data will be collected (i.e. waste reduction, energy reduction/production, number of students benefiting from alternative transportation infrastructure, etc).
- IV. **Evaluation:** Provide information on how project progress and outcomes will be monitored and measured. Clearly relate these measures to project goals and evaluation criteria.
- V. **Outreach Approach:** Describe how you will educate the USU community about the project as it relates to the Blue Goes Green Fee and campus sustainability. Include plans for creating and displaying permanent interpretive educational signage on or near your project that describes the project and its environmental benefits.
- VI. **Participation and Support:** Describe the roles of any faculty, staff, administrators, community members and other students who will participate in the project. Identify existing, known, or expected support (financial or otherwise), and any academic credit that may be received.
- VII. **Project Administration:** Create a project timeline that includes key activities, milestones, and outcomes. Also include plans for documentation of project progress and plans for regular meetings with the Student Sustainability Office to discuss progress.
- VIII. **Plan for Future Action:** Describe how the project will continue to provide value to USU and its students. If needed, explain how the project will be supported/funded in the future?

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IX. Team Members Qualifications and Interests: Provide a brief summary of qualifications of the participating team members. Outline project tasks assigned to each team member. Identify how this project will contribute to each member's future professional and personal goals.

3. BUDGET

Budget template provided at <https://sustainability.usu.edu/htm/getinvolved/blue-goes-green-grants/bgg-grant-application> Identify anticipated project expenses including materials, labor costs, travel if applicable, costs of reporting, as well as any additional funding sources. Justify with a narrative explanation (see budget template). Note whether outside support is pending or already committed. Funding/labor matches must be accompanied by a letter of commitment from the funder.

Proposed budget must be emailed to sso@usu.edu with your application

4. LETTERS OF SUPPORT (Optional)

- I. Letter from project advisor giving her/his commitment to work with the applicant for the duration of the project.
- II. Letter from applicant's academic advisor confirming that the student is in good standing and qualified to carry out the project.
- III. Letter of support from USU Facilities detailing their support of the proposed project. Contact sso@usu.edu for information on the appropriate member of facilities to contact regarding your project.
- IV. Other letters of support from faculty, staff, administrators, and community entities describing support that will be given and to show that the proposed project is in a position to move forward once funding is awarded.

Letters of support must be emailed to sso@usu.edu with your application

5. OTHER SUPPORTING MATERIALS (Optional)

These may include references, diagrams, photos, drawings and other materials that directly facilitate evaluation of the proposal. These may be submitted electronically via email to sso@usu.edu