



2019 Green Fund General Application – Guidelines

The UT-Austin Green Fund is dedicated to environmental services, projects and research at UT-Austin. The fund itself is a tuition allocation collected on a per-semester basis. The student majority Green Fund Committee (GFC) was established to review the applications submitted to the competitive grant program and award funds to projects. Additional Green Fund and GFC background is available at <http://www.utexas.edu/sustainability/greenfund>

Please use this guide in preparing your project narrative and budget. You must upload your completed budget sheet and project narrative on the grant application [website](#).

Projects will be evaluated and scored on how well each applicant completes the requirements and addresses the guidelines laid out in this document. In addition, the Committee may set arbitrary funding guidelines for itself each year to ensure that funds are distributed among a diverse group of applicants, departments, and topic areas. Previous funding history and past performance will also be taken into consideration.

Requirements

DEADLINE: SUNDAY, February 17, 2019 at 11:59 P.M.

**Applications MUST be submitted via the grant application website:
<https://greenfund.infoready4.com/>**

- The grant application website runs on IE 9+, Chrome, Firefox 3T, and Safari for Macintosh.
- A current UT EID and password is required to access the Green Fund application website.
- There will be no deadline extensions.
- Once you have logged into the grant application website at https://greenfund.infoready4.com, select the **General Application** if your project falls into one of these three categories:

General Project: This is a project led by a team or an individual, usually proposing collaboration between multiple units, for campus improvement and awareness. The overall intent of this kind of project is to make a permanent or semi-permanent change to campus (e.g. permeable pavement, a recycling program, a pollinator garden or native landscape, energy or water conservation infrastructure).

Student Interest: This is a project led by an individual student or group of students, which may have some existing institutional support but is primarily an idea that students want to examine more closely for long-term relevance to campus. Student organization-supported projects fall under this category, as do most projects created by independent student teams. (e.g., aquaponics, recycling effort, or a one-time outreach event).

General Research: This category is for projects led by faculty, or by named academic units, which use campus as a Living Lab, studying different aspects of campus for education and improvement. The projects should have relevance to current students and ideally engage students in professionally and academically beneficial ways. The strongest applications will propose a path for implementing the results of the research on campus, or making data available for use by future students and researchers. (e.g., solar installations, air quality assessments, waste reduction, best management practices).

- If you are submitting a Student Research Project, refer to the Student Research Application Guidelines.
- Complete all required questions.
- Utilize the Green Fund budget sheet template provided on the grant application website and upload it with your application.
- Create a document of your project narrative that addresses all the questions in the Project Description, Timeline and Budget Justification sections described below and upload your narrative with your application.
 - Project description shall be no more than 5 pages. The entire document, including Timeline and supporting documents may not exceed 15 pages.
 - All text should be in Times New Roman, 12 point, with 1” margins. The only font exceptions allowed are for text found in graphic or design files.
- Any current University of Texas at Austin student, staff member, or faculty member with a positive hour appointment may submit a project application. Each project must have at least one primary individual contact. Projects may be a collaboration between one or more units (including departments, organizations, and institutes).
- Individuals and organizations external to UT-Austin may not submit proposals. They may be named as collaborators or service providers, but not as the main implementation unit.
- The primary contact(s) provided in the application must be valid and reachable through August 2019 at the phone and email addresses provided. Failure to respond to Green Fund/Office of Sustainability communications may result in a withdrawal of funds. Notify the Green Fund Coordinator if the primary contact changes or if there will be any necessary break in communication.

Guidelines

- The Green Fund cannot support projects already mandated by law or UT-Austin policy directive (e.g., standards for green building in new construction), since UT-Austin is already obliged to allocate funds for such projects.
- The Green Fund may be used for infrastructure improvement projects, i.e., up-grading current facilities so that they are energy efficient, but it may not be used for financing new infrastructure projects in full, (e.g., substantial renovations and/or new buildings). Departments are encouraged to find matching funds for infrastructure improvements that fit the mission and intent of the Green Fund.
- Most proposals require additional review and approval by academic or operational units of the university. The GFC shall determine when a proposal requires such additional approval and assist applicants with seeking approvals. Projects that have already received review and approval are stronger candidates for funding.
- Direct student involvement in projects from start to finish is strongly encouraged.
- Projects must provide, relate to, or support an *environmental service* to UT-Austin's campus. This includes engagement with regional, national, and global topics such as environmental justice, human health, and responsible resource management. The main topic matter and outcomes of the project must demonstrate relevance to campus and current students. Workshop attendance is the best way to determine how well your project idea fits this criterion.
- Projects may consist primarily of research, guided by a faculty member. Research supported by the Green Fund grant program is limited to Texas. Research with relevance to campus and the central Texas region will be given the highest priority for funding, but any research related to energy efficiency, water, soil and air quality, social/anthropological study of resource consumption, and similar sustainability topics will be considered. Deliverables such as publications, presentations, or curriculum are highly encouraged.
- All proposed projects must have clearly defined, measurable outcomes.
- Staff and faculty compensation estimates should be considered provisional until reviewed and approved by department chairs or staff supervisors. Estimates are only to give the Committee an approximate feel for the size of the allocation.
- Similarly, consultant services, construction, and materials purchases should be submitted as best estimates only, since all purchases will be subject to UT-Austin procurement procedures.
- Proposals may include establishing scholarships for students pursuing sustainability educational goals, such as degrees, internships, and research projects.
- If a project is expected to have on-going benefits (e.g. annual cost savings), the project plan must include a mechanism for reporting these benefits back to the Green Fund Committee and relevant units within the University.
- Green Fund support is primarily intended to be used as seed funding for one year projects; however, the Green Fund Committee will consider requests for up to three years of funding. Please note that the Green Fund grant program is not intended to provide long-term, recurring financial support.

Green Fund Application Narrative

I. Project Description

Please incorporate the following **required** elements:

- i. The project description may be no more than five (5) pages out of the 15 maximum for the application. Use Times New Roman, 12 point font, 1.5 line spacing, and 1 inch margins top, bottom, left, right. Proposals not meeting these formatting requirements will not be reviewed.
- ii. Results of prior green fund support. If your project is on-going or closely related to a past funded Green Fund project, please include a summary (500-1000 words) of your past project results. You should address accomplishments and challenges, expenditures, and a justification for continuing.
- iii. There are many aspects to sustainability and all are valued in the Green Fund grant program. Please describe where your project lies within the following diagram and how your project will benefit the campus community (e.g., number of kWh saved, gallons of water saved, safer work conditions, enhanced quality of life, etc):



Then, address as many of the following questions as possible:

- iv. Are there educational benefits, goals or anticipated learning outcomes for your proposal?
- v. How will you know that your project is successful? What metrics (measurements) will you use to describe your accomplishments? (e.g., number of kWh saved, gallons of water saved, number of presentations delivered, etc.)?
- vi. Does your project tie into any broader or existing campus sustainability initiatives? If so, how?
- vii. What support have you currently secured from departments or divisions on campus? Will a staff or faculty member have a supervisory role in this proposal and help ensure it reaches completion? Support may be additionally defined as matching funds, use of facilities, information, or equipment, and/or emails or letters of approval. Describe the process and steps of implementing your proposal. Provide name and contact information for any staff or faculty members providing support or supervision to the project.

- viii. If your project team is partnering with other organizations, departments, or off-campus entities, please explain their planned contributions to this project. Provide name and contact information for any partners.
- ix. What roles will students play in your project? Does your project target a certain section of the student body?
- x. What is your plan for publicizing your project on campus? How visible and accessible will your project be to the general campus population?
- xi. If your project is implemented, does it require any on-going funding after its completion? If yes, what is your strategy for supporting the project after this initial period to cover replacement, operational and renewal costs?

II. Project Timeline

List major tasks and milestones chronologically and estimate how long each task will take to be completed. Funds will be available beginning in July 2019. Your timeline may extend past August 2020, but please include detailed justifications related to your project plan and stakeholder involvement.

At minimum, the following items should be included on your timeline:

- a. Target dates for start and completion of overall project
- b. Approximate dates of major purchases
- c. Approximate dates of staff hires
- d. Approximate dates of selecting consultants or vendors (if applicable)
- e. Date by which you expect to have spent all grant funds

III. Project Budget

NOTE: Projects designed to last for multiple years should anticipate submitting on-time reporting and a request for new funds during one of the regular proposal cycles in order to receive subsequent years' funds after the first disbursement.

The Office of Sustainability is happy to consult on budget development; contact us greenfund@austin.utexas.edu

Instructions:

- i. Use the Excel spreadsheet provided to create your budget.
- ii. Feel free to make additional copies of the budget sheet or to add lines to a budget category if needed.
- iii. CHECK YOUR MATH: ensure that the spreadsheet equations show the correct results before converting to PDF. Also, cross-check any mentions or explanations of budget in other parts of your application to ensure that you are asking for the same amount in all

locations, and that all budget categories are referred to consistently (e.g., do not say that you are asking for \$3,000 in gardening tools in your description and list \$4,000 for gardening tools in your budget spreadsheet).

- iv. List all budget items for which funding is being requested under the appropriate category. Not every proposal will include expenses in every budget category.
- v. Include all non-GFC matching funds such as in-kind time or donations, or cash from another source.
- vi. Describe all proposed wage funds, staff names, affiliations, and roles in the application description (section IV), above.

Budget Guidelines:

vii. **Personnel**

- 1. If a person will be volunteering some or all of his/her time, calculate their budget amount per the appropriate method above and indicate as an in-kind amount in the budget sheet.
- 2. For student staff, you must include the position title the hourly rate of all undergraduate and graduate student staff and must be consistent with the Department wage rates. Regardless of hourly rates, the following restrictions apply:

| | |
|--|---|
| Undergraduate Students (All titles) | Not to exceed \$2,500/semester |
| Graduate Students (Non-Academic Titles) | Not to exceed \$5,000/semester |
| Graduate Students (Academic Titles) | Not to exceed 70% or Departmental Stipend |
| Faculty | Not to exceed one month summer pay or \$6,000 |

- viii. **Consultants/Professional Services:** List any non-UT personnel involved in the proposal, including independent companies or vendors providing any type of consulting or professional services. If you have price quotes from vendors, or historical budget information for projects that have occurred previously or are on-going, please submit those with this application. Final pricing and contracting for consultants must be handled through the operational or academic unit that has agreed to support the Green Fund project, or the Office of Sustainability by default.

- ix. **Material Costs & Supplies:** List the estimated cost of durable goods and equipment (solar panels, equipment, tools) in your proposal. Also list any construction or installation costs to the best of your ability. Also include here consumable goods and supplies (t-shirts, water bottles, food) in your proposal. Include supporting documentation for your estimates.
- x. **Travel:** Travel is not an encouraged category of expense, but the GFC recognizes that a limited amount of travel may be justifiable for certain projects. International travel cannot be supported by the Green Fund. If you request travel, please provide a detailed justification for the expense.
- xi. **Advertising/Publicity/Communications:** List any costs related to buying advertising or community outreach and awareness for your proposal, and provide supporting documentation.
- xii. **Cash Match Requirement:** There is a cash match requirement for grant requests over \$20,000 from non-academic, self-funded units (e.g., Athletics, Housing and Dining, University Unions, Parking and Transportation Services, etc.):

| Green Fund Grant Requests | Required Cash Match from non-academic, self-funded units |
|---------------------------|--|
| Less than \$20,000 | 0 |
| Between \$20,000-\$50,000 | 10% |
| Over \$50,000 | 25% |

IV. Budget Justification and Other Funding

Based on your completed budget excel spreadsheet, please answer the following questions:

- a. Briefly describe the purpose of the major budget items.
- b. If your project is implemented, does it require any on-going funding after its completion? If yes, what is your strategy for supporting the project after this initial period to cover replacement, operational, and renewal costs?
- c. Clarify whether in-kind funds or other contributions are already approved/secured or if they are also in the proposal stages.