



MARTIN

Center for Sustainability

Campus Sustainability Grant Program

GRANT PROPOSAL FORM

Part 1: Overview

The UT Martin Campus Sustainability Grant Program enables student groups to engage in meaningful contributions to our campus's sustainability. A grant or grants of up to \$5,000 will be awarded annually by the UT Martin Center for Sustainability Oversight Committee. Eligibility is limited to any organization or group that includes at least one currently enrolled UT Martin student. The student Green Fee funds this grant; therefore, student involvement in the proposal and carrying out the project are expected.

Proposals will be evaluated based on the following attributes:

- Relative need of the proposed action and cost effective use of funds
- Measurable ecological, economic, and/or social benefit to the campus or a UTM center
- Involvement and/or education of the campus and the greater community

An individual must be designated as the project leader. This individual must be a student or UT Martin employee during the full duration during which the proposed project will be carried out. Awarded funds can be used for materials and supplies to achieve the project goals. The fund cannot be used to pay employee or student worker salaries. All University policies and procedures must be adhered to during implementation (e.g., procurement, health and safety, accounting). The Oversight Committee reserves the right to approve a portion of a proposal or to request additional information or a rewritten or amended proposal.

Applicants are encouraged to discuss their proposal with the Coordinator of the Center for Sustainability and other campus stakeholders (for example, the Physical Plant) prior to submission. If a project requires any permission, commitment, or resources from one or more campus departments or offices, an explanation of this must be included in or appended to the proposal.

Awardees are responsible for project oversight and completion. Center for Sustainability responsibility is limited to providing the specified funding. Funding is limited and grants are competitive; therefore, it is expected that awardees will complete the grant projects. Failure to do so by individuals or groups will be considered in future grant applications.

The project must be completed during a single academic year; the proposal must provide reasonable evidence that this timeline is achievable. Grantees are required to provide a formal written report at the end of fall semester and upon completion of the project. Any funds not spent by the completion date will be retained by the Sustainability Center. Upon request, grantees will share the results of their project with the campus community.

Applications are due by 1 March of the academic year prior to the year of the proposed activity. Grant winners will be contacted by 1 April and must accept or decline the award by 15 April. In the event that a grantee declines the award, other applicants may be contacted later in the semester.

Questions regarding the Campus Sustainability Grant Program may be directed to Eric Pelren, Coordinator of the UT Martin Center for Sustainability (epelren@utm.edu).

Part 2: Criteria for Proposals

The Sustainability Center Oversight Committee will evaluate proposals based on the following criteria.

REQUIRED

- 1. Campus Affiliation** - Only UTM student organizations or groups of students with a faculty or staff mentor can propose projects. Proposals must include the name and contact information for a faculty or staff sponsor/advisor who is committed to advising throughout the project implementation. All proposers must include the name and contact information for a business officer who will oversee the use of funds for the project. Proposals must impact the main campus or a UTM Center.
- 2. Maximum Request** - The request may not exceed \$5000. *More than one smaller grant may be awarded in a single year. If an organization has an idea for a proposal of merit that exceeds \$5000, they are encouraged to discuss with the Coordinator of the Center for Sustainability.*
- 3. Innovation** - The project is innovative and does not include routine maintenance/equipment replacement or code-compliant activities. The grant may provide money to cover the cost difference between conventional equipment and/or operations and sustainable alternatives.
- 4. Itemized Budget and Schedule** - The proposer must submit an itemized budget that details the full cost of implementing the project and specifies the budget items for which the proposer is seeking Sustainability Grant support. The proposer must also provide an appropriate schedule for completing the project within the upcoming academic year.
- 5. Metrics and Reporting** - The proposal includes a plan for tracking, recording, and reporting the project outcomes back to the Coordinator of the Center for Sustainability in the form of a status report at the end of fall semester and a final report at the end of the project or academic year.

PREFERRED

- 6. Project Outcomes** - Sustainability Grant projects typically meet at least one of the following criteria and ideally meet multiple criteria in this section; however, projects that do not meet these criteria may be considered. *Please contact the Sustainability Center Coordinator prior to applying if your project does not match with one of the following:*
 - improves the environmental, economic, and/or social sustainability of campus or center operations by decreasing greenhouse gas emissions, reducing energy and/or water use, enhancing stormwater management, increasing biodiversity, minimizing waste, reducing discriminatory practices, increasing equality, etc.
 - improves or creates opportunities for UTM students to learn about and develop skills for sustainability or otherwise enhances the UTM student experience.
 - involves research that would create substantial opportunities for student involvement and the outcomes of the research have practical implications for improving the environmental, economic, and/or social sustainability of campus or center operations.
- 7. Appropriate Expenses** - The proposer requests Sustainability Grant money to cover the costs for materials and/or skilled labor to implement the project. Furthermore, grant money would cover only one-time costs and not ongoing costs.
- 8. Feasibility and Institutional Support** - The project is feasible, aligned with goals and priorities of the UTM Center for Sustainability, and has the support/approval of appropriate campus/center individuals and units.
- 9. Cost/Benefit Analysis** - The project proposal outlines the payback period (if applicable) and clearly-defined, measureable outcomes, backed by metrics. The benefits will be considered relative to costs.
- 10. Matching Funds** - The sponsoring department or other entities beyond the Center for Sustainability offer matching financial or in-kind support for the project.

Part 3: Applicant Information

Project Title:

Application Date:

Total Requested Amount (maximum grant = \$5,000):

Name and Title of Primary Contact:

Name of Student Organization or group:

Please mark your status with an "X": Student__ Staff__ Faculty__

Email Address:

Cell and/or Work Phone:

Campus Mailing Address:

If you are a student, please complete this section.

Name of Student Organization or group Faculty Adviser:

Adviser's Email Address:

Adviser's Campus Address:

Phone Number: Day-time/Work:

The following section is required for all applicants. Any project that receives funding must identify an individual in the department who can provide administrative support for the project account. This person will likely be the existing business manager or program resource specialist in the sponsoring department and must be able to approve E05/R05 accounts. If you are a student, ask your advisor who in your advisor's department would serve in this capacity, and then collaborate with that individual.

Name of Business Manager:

Campus or Center Affiliation (Name of Organization, Department, or Office):

Email Address:

Campus Address:

Phone Number: Day-time/Work:

Part 4: Answer the Questions in the Fields Below

1. Project Description

Provide a summary of your project.

2. Anticipated Outcomes/Impact

What outcomes do you anticipate? Discuss environmental benefits, impact on the student experience, and the education and outreach potential. If the project has environmental benefits, please quantify those benefits in terms of kilowatt-hours saved, tons of greenhouse gas emissions reduced, gallons of stormwater treated, etc.

3. Metrics for Assessment

How will you measure and evaluate your project's success?

4. Project Budget

What is the total project budget? What is your plan for sustained funding? Include a detailed and itemized budget for the project and indicate if this project is receiving funding from other sources.

5. Financial Payback

*Will the project result in cost savings to the university? **Yes** __ **No** __
If yes, what is the payback period?*

6. Project Lifespan

What is the expected lifespan of the project? Who will be responsible for overseeing it during that time?

7. Project Sustainability/Accountability

How will you ensure the sustained existence/maintenance of this project (including reporting requirements) once you are no longer involved? If the project will conclude while you are involved, what will happen to the materials purchased for the project and how will you return the project site to its original condition?

8. Project Benchmarking

Have similar projects been implemented on other campuses? Have they been successful? How does this project differ?

9. Potential for Broad Application

How can your project be scaled for broader application?

10. Student Input and Endorsement

How has your project sought student input and endorsement? This could include focus groups, presentation to the SGA, student life endorsement, etc.

**Note: if the project involves creation of a new product, logo, trademark, or name, check for existing patents/trademarks with the US patents and trademark office database (<https://www.uspto.gov/>) before submitting proposal.*

Please submit additional documentation (e.g., letters of support, maps, drawings, budget, etc.) as attachments when you submit your proposal. List here the filenames and descriptions of any attachments:

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Email completed proposal materials to epelren@utm.edu. Include “Campus Sustainability Grant Proposal” and the name of your project in the subject line. You will receive confirmation that your materials have been received within three days of your submission.

Proposal deadline: March 1