**Goucher College** **Green Fund Grant**

**About the Green Fund Grant:**

The Green Fund was created in 2013 by the combined efforts of students and administration to help support student activities and initiatives that will nurture an inclusive campus community that respects the environment and takes responsibility for making Goucher College more sustainable.

These funds are available to any student, or student group, willing to propose and implement a project. Nearly all majors, minors, and programs at Goucher College discuss different characteristics of sustainability, and therefore there are a large number of possibilities for activities, events, and initiatives.

There are 2 avenues for receiving funding from the Green Fund: Green Fund Grants (GFGs) and Mini Green Fund Grants (Mini-GFGs). The Green Fund Grants offer between $300-$2000 for projects, and are awarded twice a year (once in the spring and once in the fall semester). The Mini-GFGs offer small amounts of funding (<$300) to encourage the development or maintenance of sustainability-related projects, and are awarded on a rolling basis.

**Required Criteria for GFGs and Mini GFGs:**

* Must meet with the Sustainability Coordinator to discuss your proposal prior to submission. The Sustainability Coordinator can help you develop your proposal and find appropriate resources and advisors for your proposed project.
  + **Open advising sessions** hosted monthly by Sustainability Coordinator to help students develop strong proposals and help connect students to advisors / partners. Check the Goucher events calendar for upcoming sessions (<https://events.goucher.edu/group/gesac>).
  + **Individual project team advising sessions** are available by appointment – email [green@goucher.edu](mailto:green@goucher.edu) to set up an appointment.
* Include a detailed budget, with references for cost estimates.
  + Budget CANNOT include:
    - Monetary donations to charities.
    - Purchases of carbon offsets, Renewable Energy Certificates, Green Tags, Renewable Energy Credits, Renewable Electricity Certificates, sustainability certifications, or Tradable Renewable Certificates.
    - Funds to erase debt or to cover expenses already incurred.
    - Stipends or hourly compensation.
* Must consult each department affected by project and get their approval on project activities that affect them.
  + Must consult with FMS for any project that (1) seeks to make physical changes to Goucher College’s grounds or property, (2) requires construction, construction materials, equipment, or power tools (must go through FMS before going to an outside source).
  + Must consult with IT department if the project includes any computer equipment or software that is intended for us on the Goucher network or Goucher-owned equipment.

**Preferred Criteria for GFGs and Mini GFGs:**

* Project aligns with the mission/vision of Goucher College.
* Project is anticipated to yield environmental, social, and/or economic benefits that align with one or more of the UN Sustainable Development Goals.
* Project incorporates a plan for measuring/recording/communicating the outcomes of the project.
* Project is supported by stakeholders / partners.

**Mini-GFG Timeline**

* Proposal deadline: accepted on a rolling basis.
* Proposals will be reviewed & awards announced within 30 days of submission.
* Project progress report due within 6 months of awarding of funding; Final Report due within 3 months of completion of project.

**GFG Timeline**

* For projects to be completed between April 15 – April 14 of following year:
  + Deadline to submit: March 15, 2019 (right before Spring Break)
  + Awards announced: April 15, 2019
    - If clarification needed, applicants will be contacted between the submission deadline and the award date.
    - Awardees will present their project proposals at Symposium 2019. This can serve as an opportunity to let the Goucher community know about your project and seek greater community involvement.
    - Project progress report due within 6 months of awarding of funding (by Oct 15, 2019).
    - Final Report due within 1 year of awarding of funding (by April 15, 2020), to present at Symposium in 2020.
* For projects to be completed between Nov 15 - Nov 14 of following year:
  + Deadline to submit: Oct 15, 2019 (right before Fall Break)
  + Awards announced: Nov 15, 2019
    - If clarification needed, applicants will be contacted between the submission deadline and the award date.
    - Awardees will present their project proposals on Capstone Day 2019. This can serve as an opportunity to let the Goucher community know about your project and seek greater community involvement.
    - Project progress report due within 6 months of awarding of funding (by April 15, 2020).
    - Final Report due within 1 year of awarding of funding (by Oct 15, 2020), to present on Capstone Day in 2020.

**Goucher College** **Green Fund Grant Project Proposal**

**\*Submit project proposals via email to** [**green@goucher.edu\***](mailto:green@goucher.edu*)

(Please save your proposal using the following **file name format**: Year-Mo-DayofSubmission\_ProjectName

For example: 2019-01-30\_SustainabilityProjectAtGoucher)

Which are you applying for?

**\_\_\_ MINI GREEN FUND GRANT (less than $300 each)**

**\_\_\_ GREEN FUND GRANT ($300-$2,000)**

**Project Name**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Amount requested**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Estimated Project Start Date:

Midterm Report Date:

Estimated Project End Date:

Final Report/Presentation Due:

Who will be responsible for final report/presentation:

**Project Team Member(s)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Project Team Member’s Name** | **Major/Class Year** | **Roles / responsibilities for the project (as detailed as possible)** | **Contact Info (email + phone)** | **Affiliated student org (if any)** |
| \*Primary Contact\* |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

(add rows to the table as needed)

**Project Sponsor:** should be a faculty/staff person who has a Goucher Credit Card and who has agreed to be responsible for making purchases on behalf of the project team.

|  |  |  |
| --- | --- | --- |
| Project Sponsor’s Name | Department | Email + Phone |
|  |  |  |

**Project Advisors/Partners/Stakeholders**: who you consulted

|  |  |  |  |
| --- | --- | --- | --- |
| Project Advisors/ Partners/ Stakeholders’ Name | Role / involvement with the project | Department / Affiliation | Email + Phone |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

(add rows to the table as needed)

**Proposal Questions**

1. Provide a brief description or overview of your project and intended outcomes (~200 words or less, to be posted on the Goucher website if accepted).
2. What is the need for this project?
3. Provide a detailed description of your project, including a timeline and/or work plan with who has agreed to the various activities of the project (may use a table, or attach an excel spreadsheet). Is this a semester-long, year-long, or multi-year project?
4. If needed, please explain how the project or materials acquired will be maintained and who specifically has agreed to maintain the project in future years after the current students involved have left Goucher. What will it cost to maintain this project in future years?
5. Describe the anticipated environmental, social, and/or economic impacts/benefits associated with this project?
6. Who is impacted (positively/negatively) and how are they involved in the project?
7. How will you measure the impacts and outcomes of this project? What is your plan for documenting your impacts and outcomes?
8. Describe how this project aligns with the mission and/or vision of Goucher College.
9. Describe how this project aligns with one or more of the UN Sustainable Development Goals. (Visit <https://www.un.org/sustainabledevelopment/sustainable-development-goals/> and click on each goal to see more detailed information)
10. Please provide a detailed budget including links for online purchases, billing addresses for direct purchases, receipts, and appraisals (Please attach excel budget to this application). Do you have any other sources of funding for this project, or existing supplies to support this project? If so, please include any other funding/supplies secured or sought from other sources in your budget spreadsheet (using additional tabs).