Georgia Southern University
Sustainability Fee Projects: Request for Proposals
Spring 2017
Due by 5pm, Fri., March 31, 2017 to cfs@georgiasouthern.edu

The Center for Sustainability requests proposals to improve environmental sustainability across campus with Sustainability Fee Projects ranging from $1,000 – $100,000. Proposals may address any aspect of sustainability in the areas of Water, Energy, Waste, Biodiversity, Food, Transportation, Sustainability Promotion, etc. and may range from increasing biodiversity, to improving energy efficiency, implementing renewable energy solutions to encouraging sustainability behaviors, to improved waste reduction, to increasing campus sustainability awareness with interpretive signage, etc. Sustainability Fee projects may be proposed and conducted by any student, faculty, or staff member at Georgia Southern University.

Who can submit proposals?
The Sustainability Fee fund is the result of fees collected from Georgia Southern University students each semester. Thus, only students, faculty and staff from Georgia Southern can submit proposals. For proposals written by students, a faculty or staff advisor/mentor must be identified in the proposal to oversee the project.

What will these proposals cover?
Projects must address the Sustainability Fee purpose “to support Sustainability and Green Initiatives on campus. The Sustainability Fee will go toward sustainable projects on campus such as retro-fitting buildings, low-flow showerheads, re-lamping, etc. to make the University more water and energy efficient. It will also aid in promotional efforts to encourage a green lifestyle across campus.” See above for list of thematic areas.

Who will review the applications?
The Sustainability Fee Committee will review the proposals. The committee consists of:
8 students, representing all 7 colleges, and 1 College-at-Large,
3 staff members representing Facilities Services, Student Affairs and Academic Affairs
2 faculty members representatives including the committee chair, who is the Director of the Center for Sustainability. The committee is responsible for utilizing the funds generated by the $10 per student Sustainability Fee efficiently, responsibly, and in a way that benefits students.

How do I submit a proposal?
Proposals should be written with one-inch margins in no smaller than 12-point Times Roman font and should include required elements listed in the proposal guidelines. Format your proposal so it is easily readable. Proposals should be submitted in a single electronic document. The Sustainability Fee Committee will convene to review the proposals.

Guidelines
• Projects must directly address environmental sustainability on the Georgia Southern University campus.
• The Sustainability Fee is intended for projects that are not already funded by Georgia Southern University.
• Any Georgia Southern University student, staff member or faculty may submit a project application
• Projects must have received all necessary written approval by appropriate campus officials prior to consideration *(with the exception of IRB/IACUC – type institutional approvals which must be received prior to fund disbursement)*.
• Budget justification must be included.
• All projects shall have a mechanism for evaluation and follow-up after funding has been disbursed.
• Funds will not be allocated retroactively.
• Faculty salary is not an allowable expense of student fees.
• Previous grantees with incomplete or missing final reports will not be considered for further funding.

Application deadlines for this funding cycle is 5pm, March 31, 2017. The next call for full proposals for FY2019 will come out in Spring 2018.

Please email final applications and direct all questions to the Center for Sustainability, cfs@georgiasouthern.edu.
We look forward to reviewing your proposals!

Georgia Southern University Sustainability Fee Committee
Proposal Content and Format

Part I: Applicant Information
1. Date
2. Project title
3. Amount requested
4. Proposal author/s
5. Contact information Name, title, department, phone and e-mail
6. Unit or Academic department; if a student, year in school, undergraduate or graduate standing
7. Qualification & Experience
   • Explain why you are qualified to carry out this project and any relevant experience you might have (volunteer work, employment, courses, etc.)
   • Explain what roles students will play in your project (if any)?

Part II: Purpose and Description
8. Sustainability theme - Which aspects of campus sustainability will your project address?
   Examples: Water, Energy, Waste, Biodiversity, Food, Transportation, Sustainability Promotion, etc.
9. Project Summary
   • Summarize your project in two to four sentences. This summary will be posted on the CfS website if your proposal is funded.
10. Project description
    • Briefly define the project goals, total cost, and expected benefits.
    • How will you measure results (survey, cost savings, waste reduction)?

III: Project Timeline
11. Implementation plan
    • Describe the method by which you will meet each of the project goals.
    • Include a timeline of important events.
    • Include a column that identifies the person(s) responsible for each implementation step and/or oversight
    • Specify when funds will be spent and when project completion will occur.

Part IV: Budget
12. Budget
    • The proposal should include itemized costs for equipment, supplies, services, software, etc. Specific estimates provided by the manufacturer or supplier are preferable.
    • Specify your intent to carry out the project and spend the award funds within the project timeline (by the end of the fiscal year).

List all budget items, suppliers, quantity, cost, shipping and handling, and total amount for each item requested. (Insert additional rows if necessary) Items not explicitly listed will not be funded.

Example budget:

<table>
<thead>
<tr>
<th>Item</th>
<th>Supplier</th>
<th>Quantity</th>
<th>Unit</th>
<th>Unit price</th>
<th>Cost</th>
<th>Shipping &amp; Handling</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Recycle bins</td>
<td>Amazon.com</td>
<td>100</td>
<td>each</td>
<td>$15</td>
<td>$1500</td>
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<td>$1525</td>
</tr>
<tr>
<td>Print flyers</td>
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<td>each</td>
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<td>$15</td>
<td></td>
<td>$15</td>
</tr>
<tr>
<td>Signs</td>
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<td>2</td>
<td>each</td>
<td>$150</td>
<td>$300</td>
<td></td>
<td>$300</td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td><strong>$1,840</strong></td>
</tr>
</tbody>
</table>

13. Budget Justification
   • Explain how the equipment, supplies, services, etc. will accomplish your project goals.
   • Please provide enough information for the committee to understand the project and its associated costs.
Part V: Measurements

14. Project Value
• Detail the value of the project to the student body and Georgia Southern University’s campus in terms of sustainability.
• Explain how your project fulfills the goals of the Sustainability Fee (fee goals are to support Sustainability and Green Initiatives on campus).
• Describe how (or if) your project will involve students in accomplishing its goals.
• Projected long and short-term benefits and savings of the proposed project should be adequately documented with assumptions and details provided.

15. Outreach Plan –
• Describe how you will inform the community about the project, identifying the Student Sustainability Fee as a funding source.
• Include details on what will happen, the person(s) responsible and dates.
• Proposals with no outreach plan will not be considered for funding
• All promotional materials and news releases MUST contain The Center for Sustainability logo and the statement ‘Student Sustainability Fees at Work!’

Part VI: Approvals and Attachments

16. Technical advisors and collaborator – for student proposals only
• All student projects must list at least one technical advisor or mentor, such as a faculty, facilities services staff or administrator willing to serve as an advisor/mentor on the project.
• Describe the role your advisor/mentor will play and their relevant expertise.
• Provide name, departmental affiliation, and contact information of the advisor/mentor.
• Submit a letter or email from your listed technical advisor/mentor verifying his/her interest and commitment to your specific project. This documentation may be simple such as an email explaining their interest, or it could be more extensive if the advisor will play a large role in realizing the project.

17. Approval
• Does any aspect of your project require approval from an entity on or off campus? If so, please explain. (For example, a project which affects campus grounds or buildings must be approved by the Director of Facilities Services).
• If your project requires partnering with other departments, organizations, individuals or other stakeholders please explain their involvement and include their contact information. For each entity please submit completed “Project Approval” form.
• For proposals that require IACUC, IRB or similar institutional approvals with a significant wait time, all approvals must be in place before any funds are disbursed.
• New in 2017: All proposals that results in changes to the physical environment of campus (i.e. signage, lighting, bottle fillers, bike repair stations, trail improvements, bioswales, solar patio tables etc.) will be subject to review by the Space Utilization Committee (SUC) and the President’s Cabinet (PC) prior to final approval for funding. The Sustainability Fee Committee will forward the top proposals on to the SUC, who will then forward qualifying proposals to PC for approval. This may slightly delay the announcement of the awards.

18. Attachments:
• Attached any explanatory elements in PDF format such as letters of support from technical advisors, quotes from suppliers, engineering drawings of projects, diagrams or photograph of project components, etc.

Full project proposals DUE via email to cfs@georgiasouthern.edu by 5pm on Friday, March 31, 2017. Sustainability Fee Committee meets on Friday, April 7, 2017 to determine awards. Recipients will be notified by May 5, 2017 (or asap following approval by PC for proposals altering the physical environment of campus).
Funds will be available July 1, 2017 and must be spent by the end of Fiscal Year 2018 (June 30, 2018) Please adhere to institutional year-end deadlines for spending
Sustainability Fee: Request for Proposals
Project Approval Form
(must be completed by each partnering organization/unit/department)

Project Title: __________________________________________________________

Principal Investigator/ Co-Investigators: ________________________________

By signing this form, I confirm that the PI and Co-Investigators have discussed this project with me, and that I (check all that apply):

- Approve the listed project to be implemented on the Georgia Southern University campus
- Agree to be part of the project team
- Will provide support to the project by being a partnering organization, department, or individual

Name: _______________________________________________________________

Title: ________________________________________________________________

Unit/Department/Organization: ________________________________________

E-mail address: __________________________

Phone: _________________________________

Signature: _______________________________

Date: _________________________________

Additional notes: