Georgia Southern University, Statesboro Campus
Sustainability Fee Projects: Request for Proposals
Spring 2019 for implementation in FY2020 (July 1, 2019-June 30, 2020)
Due by 5pm, Mon., March 25, 2019 to cfs@georgiasouthern.edu
**Any proposal-writer requesting any type of construction must submit a Facilities Project Request to the Division of Facilities Services by February 25**

The Center for Sustainability requests proposals to improve environmental sustainability across the Statesboro 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, etc. Sustainability Fee projects may be proposed and conducted by any student, faculty, or staff member at Georgia Southern University, residing at the Statesboro campus.

Who can submit proposals?
The Sustainability Fee fund is the result of fees collected from Georgia Southern University students at the Statesboro campus each semester. Thus, only students, faculty and staff from Georgia Southern’s Statesboro campus 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. *Note that proposals more appropriate to the Technology Fee will not be funded.

Who will review the applications?
The Sustainability费 Committee will review the proposals. The committee consists of:
- 9 SGA students, representing all 9 colleges
- 3 staff members representing Facilities Services, Student Affairs and Housing
- 2 faculty members representatives including the committee chair, who is the Director of the Center for Sustainability
- the Sustainability and Environmental Manager for the Division of Facilities Services
- the Program Coordinator for 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 Statesboro campus of Georgia Southern University.
- The Sustainability Fee is intended for projects that are not already funded by Georgia Southern University.
- Any Georgia Southern University student, staff or faculty member based on the Statesboro campus may submit a project application.
- **NEW in 2019** Proposals that require some type of campus construction (installation, renovation, lighting, plumbing, grounds etc.) will need to submit a Facilities Project Request (FPR) prior to February 25, which must contain the words “Sustainability Fee Grant Request” in the description. The response to the request (a cost estimate) will serve as the letter of support from the Division of Facilities Services (DFS) and should be included in the final proposal to CfS. The form is found under the Facilities Services tab in WINGS. *Note that the estimate received from the FPR is NOT an approval. Approval is given only by the Facilities Planning Committee through a
Space Modification Request, which will need to be submitted if the proposal is supported by the Sustainability Fee Committee.

- Projects must have received all necessary letters of support from 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.
- Purchase of vehicles is not an allowable expense of student fees.
- Previous grantees with incomplete or missing final reports will not be considered for further funding.
- Proposals that alter the campus environment (including signage, construction, renovation, etc.) will be further reviewed by the Facilities Planning Committee prior to final approval.

Application deadline for this funding cycle is 5pm, March 25, 2019. The next RFP will be in January 2020.

Please email final applications and direct all questions to the Center for Sustainability, cfs@georgiaouthern.edu.

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 all equipment, supplies, services, software, etc. Specific estimates provided by the manufacturer or supplier are preferable. All are subject to state regulations and contracts.
    - Specify your intent to carry out the project and spend the award funds within the project timeline (by the end of the fiscal year).
    - Concerning student employees:
      o Due to hiring deadlines associated with the start of the new fiscal year, funding for Graduate Assistants and hourly student employees will not be available until August 1.
12. Budget (cont.)
   - The cost of tuition is covered for internal Graduate Assistant positions and should not be included in the budget.

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>
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<td>100</td>
<td>each</td>
<td>$15</td>
<td>$1500</td>
<td>$25</td>
<td>$1525</td>
</tr>
<tr>
<td>Print flyers</td>
<td>Eagle Printshop</td>
<td>100</td>
<td>each</td>
<td>$0.15</td>
<td>$15</td>
<td>$25</td>
<td>$15</td>
</tr>
<tr>
<td>Signs</td>
<td>Eagle Printshop</td>
<td>2</td>
<td>each</td>
<td>$150</td>
<td>$300</td>
<td>$300</td>
<td>$300</td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$1,840</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.
   - For non-expendable (reusable) items, detail how these will be used over the long-term and how they will continue to benefit campus sustainability after the completion of the project.
   - Note that items with general use (i.e. iPads, cameras, etc.) will be stored with CfS after the completion of the project and will be available for check-out for future grants and sustainability-related work.

**Part V: Measurements**

14. Project Value
   - Detail the value of the project to the student body and the Statesboro campus of Georgia Southern University 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.
   - Duration of value: how long will the project benefits last? If the period of benefit exceeds the funding period (preferred), how will the project be sustained? Who will oversee the continued operation of the project? Preference will be given to projects with long-term impact.

15. Outreach Plan –
   - Describe how you will inform the community about the project.
   - Include details on the specific outreach tools, the person(s) responsible and dates.
   - Proposals with no outreach plan will not be considered for funding.
   - **All promotional materials, including social media and news releases MUST contain The Center for Sustainability logo and the statement ‘Student Sustainability Fees at Work!’**
   - For all social media related to the project, tag @CfS_GSU, #CfS, #Studentsustainabilityfeesatwork etc. Further guidelines will be provided to those receiving awards.
   - Grantees not adhering to these regulations may be excluded from the next year of grant submissions.

**Part VI: Letters of Support, Attachments and Decision Timeline**

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 his/her 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 stating an interest, or it could be more extensive if the advisor will play a large role in realizing the project.

17. Letters of Support/ Facilities Planning Committee Approvals
• Does any aspect of your project require support from an entity on or off campus? If so, please explain. (For example, a project which includes any alteration of campus grounds, installation, construction or retrofitting of buildings must be supported through a Facilities Project Request from the Division of Facilities Services (DFS); a project impacting parking must be supported by the Director of Parking and Transportation; a project requiring continuing participation by a course must be supported by the course instructor/Department Chair etc.).
• 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 a completed "Letter of Support" form; or if the partner is DFS, submit the response to a Facilities Project Request Form (found in the Facilities Tab of WINGS).
• Designate a back-up in charge if you are to depart Georgia Southern during the project – this designee will be responsible for submitting the final report at the completion of the grant.
• 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.
• In addition to requiring a Facilities Project Request prior to proposal review by the Sustainability Fee Committee, all proposals that result 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 Facilities Planning Committee (FPC) prior to final approval for funding. If such a proposal is supported by the Sustainability Fee Committee, the PI will need to complete a Space Request Form (found in the Facilities tab in WINGS) for submission to the FPC, who will then make final determinations about funding approvals.

18. Attachments:
• Attach 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.

19. Due Date and Decision Timeline:
• Proposals that require some type of campus construction (installation, renovation, lighting, plumbing, grounds etc.) will need to submit a Facilities Project Request prior to February 25, which must contain the words “Sustainability Fee Grant Request” in the description. The form is found under the Facilities Services tab in WINGS.
• Full project proposals including all letters of support are DUE via email to cfs@georgiasouthern.edu by 5pm on Monday, March 25, 2019.
• Sustainability Fee Committee meets on Friday, April 5, 2019 to determine awards.
• All applicants will be notified of the status of their proposals by April 22, 2019
  o Funded or Partially funded
  o Funded pending FPC approval
  o Not Funded
• For projects requiring additional approval by the Facilities Planning Committee (FPC), grant writers will be required to submit a Space Request Form (found in the Facilities tab in WINGS) for review at the quarterly meeting of the FPC in May 2019 (date TBA). FPC decisions will be released the day after the meeting.
• Funds will be available July 1, 2019 and must be spent by the end of Fiscal Year 2020 (June 30, 2020)
• Please adhere to institutional year-end deadlines for spending
Sustainability Fee: Request for Proposals
Letter of Support
(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):

- Support the implementation of the listed project on the Statesboro campus of Georgia Southern
- 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: