

Sustainability Fee Program

Request for Proposals

Proposal Cover Sheet

Proposal should be limited to two pages plus a budget page, supporting documentation, and a cover sheet.

Title of Proposal: _____

Project Leader:

Name _____

Phone _____

Email _____

Department _____

Faculty/Staff Sponsor:

Name _____

Phone _____

Email _____

Department _____

Collaborators:

Name _____

Affiliation _____

Name _____

Affiliation _____

Name _____

Affiliation _____

Name _____

Affiliation _____

Name _____

Affiliation _____

Name _____

Affiliation _____

Project Advocate:

Name _____

Date _____

Funding Agreement

The Sustainability Fee Program requires that recipients agree to the following stipulations:

1. This is one time funding and may not exceed the amount awarded. No ongoing costs or maintenance may be requested. The recipient assumes responsibility for any maintenance or other ongoing costs associated with the project.
2. All awardees and users of equipment or services implemented as a part of your project are required to adhere to relevant policies regarding purchasing established by Georgia College and the University System of Georgia.
3. Recipient agrees to adhere to purchasing deadlines as required by the GC Budget Office.
4. Equipment purchased belongs to Georgia College and can be used by the recipient for the life of the project as defined by the grant application. Equipment use may be extended beyond the life of the project by submitting a written request to the Sustainability Fee Program. At the end of the project all equipment must be returned to the Office of Sustainability to be reassigned.
5. Accepting these funds obligates you to submit biannual reports for the life of the project. These reports should address the following:
 1. Project Evaluation: Provide evidence of success (or failure) of the project. Examples may include but are not limited to: usage statistics, evaluation methods with compiled results, user surveys, cost savings, or testimonials;
 2. Dissemination Efforts: Address efforts to disseminate results of project or otherwise publicize use of the funding, including products such as press releases, newspaper articles, posters, factsheets, or journal articles;
 3. Future Plans: Include ideas to make the installation permanent and sustainable.

Failure to submit a report may preclude you (and/or your department) from future consideration for funding. This report should be submitted to the Office of Sustainability by the deadline specified in your grant award letter.

Please acknowledge acceptance of these conditions.

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|-----------------------|------------|-------|
| _____ | _____ | _____ |
| Project Leader | Print Name | Date |
| _____ | _____ | _____ |
| Faculty/Staff Sponsor | Print Name | Date |