

Sustainability Fee Program

Request for Proposal

OVERVIEW

Georgia College (GC) has a strong commitment to sustainable practices and responsible use of resources. In this tradition, GC initiated a student green fee, formally known as Campus Green Initiative Fund, to fund collaborative research projects between students, staff, and faculty with the aim of making the campus more sustainable. Funds can be allocated toward research and teaching projects that sustain instructional excellence, serve a diverse student body, and promote high levels of student achievement. Furthering the GC tradition of Connecting What Matters, the Sustainability Fee Program (SFP) was designed to invite students, staff, and faculty to join the process of "greening" our campus by allowing them to submit proposals in the area of sustainability to which they are most committed. This funding source allows GC to use its physical campus as a living/learning laboratory for developing effective ways to improve our environmental sustainability.

ELIGIBILITY

- GC students or student groups are eligible to apply for funds
- All proposals must:
 - have a faculty or staff advisor
 - have approval of all collaborators and affected staff directors
 - demonstrate benefits to GC students
 - align with the mission statements of GC and the GC Sustainability Council
- The SFP may not fund proposals for the intent of:
 - making an individual or group profit
 - donating to charitable causes or individual organizations
 - funding individual wages

PROPOSAL

1. Abstract. The abstract should briefly describe the purpose of the project, the overall objective, project plans, anticipated results, and the potential impact (250 word maximum).

2. Proposal. Write a brief description of the project (no more than two pages) and include the following:

- Objectives
- GC Sustainability Council target area(s) to be addressed
- Implementation and evaluation plans
- Potential for broad impact
- Explanation of budget items where necessary
- Sources of external funding or resources (if available)

3. Budget. Include an itemized budget with supporting invoices or quotes. If the proposal is approved, Project Leaders will be required to coordinate with the Office of Sustainability on procuring budgeted items.

Submission Instructions:

1. Complete the proposal cover sheet.
2. Attach the 2-page proposal (Single spaced, one-inch margins, 12 pt type), and any supporting documents, including letters/emails of support from collaborators or affected GC department heads
3. Attach the 1 page itemized budget and any invoices, quotes, or product descriptions
4. Submit items 1-3 in a single MSWord (.docx) document attachment as **LastName_SFP.doc**
5. Submit to green@gcsu.edu, along with any other documentation

REVIEW

1. Upon receiving the proposal, the SFP committee will review and provide assistance in improving the proposal. If necessary, the proposal may be resubmitted for continued review.
2. The SFP committee will review the proposal based on the Funding Criteria and make a recommendation for approval (or not) to the SFP Director. If recommended for approval, the SFP Director will present the proposal to the Sustainability Council.
3. The Sustainability Council will review the proposal, appraise it for final approval and determine the amount of funding the proposal will receive.

FUNDING CRITERIA

Criteria	Rubric
Success is Clearly Measurable	0 – No evaluation plan 2 - Measure of success are mentioned but not clearly defined 4 - Measures of success are explicitly stated but the method to evaluate is not clearly defined 6 – Measures of success are explicitly stated and based upon sound evidence.
Project Can Be Implemented	0 – No implementation plan. Ongoing costs and lifespan are indeterminable 2 – Implementation plan is unclear or unattainable. Lifespan is vague; or explicit, but ongoing expense exist without additional funding sources 4 – Implementation plan lacks some details but appears attainable. Life of project loosely described, but cannot be exactly defined. If ongoing expenses exist, a likely additional funding source is identified, but not secured. 6 – Life of project well defined, does not require ongoing expenses without demonstration of additional funding sources, sound implementation plan
External Funding	0 – no external funding explored or obtained 1 - External funding has been explored 2- Proposal demonstrates high likelihood of external funding 3- External funding has been obtained
Sustainability Council Target Area	0 – Alignment with Sustainability Council Target Areas is not addressed 2 – Project may overlap slightly with a target area but is not explicitly stated 4 – Alignment with one Sustainability Council Target is explicitly stated 6 – Alignment with more than one Sustainability Council Target area is explicitly stated
Project Impact	0 – no impact 1 – project only impacts a small group or class 2 – Project impact is campus-wide 3 – Project impact extends beyond the campus
Budget	0 – No budget 2 – budget is not itemized or all items are not included. Budget includes items not in the proposal 4 – Budget is detailed and includes all items for project. Every item is identified. Some items do not have solid quote or price cannot be accurately quantified 6 - budget for project is detailed and includes all items for project success. Every project item is identified in the proposal. All items can be supported with a quote