

# Grants for Green Fund Projects

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## Overview

The Green Fund helps fund environmentally friendly projects and programs on campus. Green Fund grants of up to \$20,000 are available to support approved sustainably-progressive projects, educational programs and activities that promote sustainability for Slippery Rock University. This is a competitive program administered by the Green Fund Advisory Board (GFAB) and applicants are encouraged to review and strictly follow the RFP Guidelines and Instructions to maximize the chance of their project being approved for funding.

Our Vision: "To do all within our power to protect the environment, improve social equity, and achieve sustainable economic benefits in order to leave this planet a better place for future generations."

Our Mission: "To expedite the achievement of SRU's sustainability goals by coordinating and leveraging our considerable community resources in an integrated manner."

## General Requirements for Proposed Projects

- All Projects shall promote sustainable practices, thinking, and development, with a goal of promoting a healthier campus and environment.
- Green Fund support will not be approved for a project that involves paving any green space.
- Project proposals may be submitted by SRU faculty, students, and staff to support sustainable-progressive projects, educational programs, and activities for Slippery Rock University. Student projects must be conducted in collaboration with a faculty or staff mentor. Projects shall have received all necessary written approvals by appropriate campus officials prior to submission. Obtaining these approvals may take several weeks; therefore, applicants need to plan accordingly.
- The Green Fund funding will not support projects already mandated by law or Slippery Rock University policy directive (e.g., basic standards for new building construction), since SRU is already obligated to allocate funds for such projects. The Green Fund will, however, fund projects which go above and beyond minimum requirements and which are unable to gain funding from other sources.
- If determined necessary by the GFAB, recipients of funding shall be prepared to periodically report on their progress to the GFAB.
- Projects are highly encouraged to benefit the students of SRU, whether it be financially, educationally, or through direct involvement.
- As per ACT 188, projects must be given final approval by the current Slippery Rock University President.

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## Guidelines and Instructions for Submitting Proposals

**Proposal deadlines are as follows:**

**November 1st and April 1st of each year**

Proposals submitted for the November 1st deadline must be completed by May 31st of the following year.

Proposals submitted for the April 1st deadline must be completed by December 31st of the same year.

NOTE: When November 1<sup>st</sup> or April 1<sup>st</sup> falls on a Saturday or Sunday, the proposals will be due on the Monday immediately following the deadline date.

### Applicant Eligibility Requirements

1. Any faculty or staff member at Slippery Rock University.
2. Any full-time undergraduate or graduate student in good academic standing.
3. Student projects must be conducted in collaboration with a faculty or staff member. This faculty/staff member must provide a letter of support for the project and sign the grant cover page. In those instances where a faculty/staff member is sponsoring more than one project, the letter of support should be specific to that project. Reviewers use the letters to better understand the project being undertaken by the student. Blanket letters given to students in different projects are not acceptable.
4. All projects must be conducted in collaboration with appropriate University offices or committees. Appropriate offices or committees must provide a letter of support for the project and sign the grant cover page. The letter of support should be specific to the project and indicate that the student, faculty, or staff member has obtained prior permissions and approval for the project.

### Additional Requirements and Information

1. All proposals will be evaluated on the basis of merit, quality of the project design, and feasibility of a successful completion of the study. The maximum grant award is \$20,000 and reviewers may elect to fully fund, partially fund, or not fund a project.
2. Written approvals by appropriate campus committees and/or officials, such as the IRB, IACUC, Facilities, and the Office of Sustainability, must be obtained prior to submitting the proposal. Proposals without appropriate approvals will not be considered for funding.
3. Proposals may be submitted by one student or teams of students, with one student designated as primary investigator.
4. Faculty/staff members may sponsor no more than three individual students or teams of students in an academic year (previous sponsorship must be acknowledged).
5. Proposals submitted after the deadline date or incomplete proposals will not be considered.
6. All grant recipients are required to submit a brief report at the completion of the project outlining results and budget expenditures. Failure to fulfill this requirement will disqualify individuals from applying for future grant funds.

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## Submission Instructions

Applications must be submitted electronically at the following URL: <https://secure.sru.edu/forms/GrantTracker/Home> To login, use the same user name and password that is used for logging into your MySRU account. **Proposals will be accepted through this URL until 4:00 PM on the deadline date (November 1<sup>st</sup> and April 1<sup>st</sup> of each calendar year).** The on-line proposal does not need to be completed in one session; it can be saved and completed at a later time. NOTE: When November 1st or April 1st falls on a Saturday or Sunday, the proposals will be due on the Monday immediately following the deadline date.

All proposals must complete the general information on the application form and the questions in Sections A, B and C. Section D must be completed for infrastructure projects only. The questions are listed in the appendix material of this RFP to assist you in answering the questions. To answer the questions, complete the answer in the boxes provided. Supporting letters from the sponsoring faculty/staff member must be converted into PDF files and attached by clicking on the “Click to attach” function. Proposals not adhering to the guidelines will not be reviewed for funding consideration.

**Print a copy of the proposal after hitting the “submit” button.** Obtain the signatures required on the signature form and **submit the signed form to the Office of Grants, Research and Sponsored Programs, 302 Old Main, by 4:00 p.m. on the deadline date.**

## Review Procedures

The Green Fund Advisory Board will review proposals received in response to this RFP. **The proposals will be reviewed by a multidisciplinary committee; therefore, proposals should be written with that in mind.** The Committee reserves the right to not review any proposals that are incomplete or do not follow the above guidelines and to recommend partial funding of the proposal(s).

## Terms and Conditions of Award

Projects are to be completed by May 31<sup>st</sup> for proposals submitted for the November 1<sup>st</sup> deadline and by December 31<sup>st</sup> for the April 1<sup>st</sup> deadline. The project completion report, detailing the outcomes of the project and budget expenditures, is to be submitted to Casey Hyatt in the Office of Grants, Research & Sponsored Programs (casey.hyatt@sru.edu) no later than 30 days following the completion of the project. **Proposals from previous grantees with outstanding final reports will not be reviewed.** The project completion report must include information on where any equipment purchased from the grant funds will be housed after the completion of the project and how it will be used in the future.

Requests for an extension to complete a project must be made at least 30 days prior to the end of the project period stated on the grant proposal. Requests must be made by completing the Request for No-Cost Extension for Internal Grants (found on the Grants Office Web page under Forms: <https://www.sru.edu/offices/grants-research-and-sponsored-programs/forms-and-policies>). This form can be sent via e-mail, by the project director, to Casey Hyatt in the Grants Office with a justification on why the project could not be completed by the anticipated end date. Please include a new project end date. Requests for extensions made after the project period ends will not be approved. Unexpended grant balances must be returned at the end of the project period.

## Questions

Questions concerning the application procedures/guidelines may be directed at any time to Dr. Heike Hartmann, Chair of the Green Fund Advisory Board, at [heike.hartmann@sru.edu](mailto:heike.hartmann@sru.edu) or to Casey Hyatt at [casey.hyatt@sru.edu](mailto:casey.hyatt@sru.edu).

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## APPENDIX MATERIAL

**The following is provided to assist you in gathering information prior to completing the on-line application.**

### BUDGET ITEMS AND JUSTIFICATION

The following Budget Items and Budget Justification pages are provided to assist you in the preparation of the information and should be used as a worksheet only. The information must be completed in the on-line application form.

### QUESTIONS

Sections A, B and C must be answered in the on-line application; Section D must be completed for infrastructure projects only (projects involving construction or modifications to buildings). It is recommended that you complete the answers in a Word document and copy & paste the answers into the on-line application form to be able to proofread for grammatical and typographical errors and edit the answers.

### CHECKLIST

The checklist in the appendix material is provided to assist you in the preparation of the grant proposal and to be sure all of the appropriate approvals have been obtained. The information must be completed in the on-line application form. Proposals without the appropriate approvals prior to submission will not be considered for funding. Obtaining these approvals may take several weeks; therefore, applicants need to plan accordingly.

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## BUDGET INFORMATION

Green Fund grants of up to \$20,000 in funds are available to support approved sustainably-progressive projects, educational programs and activities that promote sustainability for Slippery Rock University. If the project costs exceed this amount, indicate the additional source of funding, i.e., name of department, college, etc. and indicate the amount from that source. Unexpended grant balances must be returned at the end of the project period.

Purchases made with Green Fund awards must comply with all University policies and procedures. To view the policies and procedures relevant to purchasing, visit the Finance and Administration website at <http://www.sru.edu/offices/purchasing-and-contracts>

### What the Green Fund will fund:

- Supplies required specific to the project.
- Equipment required specific to the project. Pictures of the equipment would assist the Advisory Board with the review of the proposal. Requests for major equipment (\$5,000 or over) must provide a quote from the suggested vendor.
- Travel required specific to the project. Requests for travel funds should explain on the Budget Justification Page where the individual(s) will be traveling, for what purpose, and an estimated cost for items such as airfare or mileage, hotel, tolls, meals, etc. Note: University policies must be followed for all travel. <https://administration.sru.edu/trip-optimizer-new.html>
- Other expenses such as postage, copying, etc., directly related to the conduct of the project.
- Salaries, stipends, or consulting fees to speakers, design professionals, consultants, contractors, and suppliers.

### What the Green Fund will not fund:

- Grant funds cannot be used to pay salaries, stipends, or consulting fees to SRU faculty and staff.
- Supplies or equipment readily available in departments.
- Requests for funds for items unallowable under the PASSHE Expenditures of Public Funds policy. Typically, items such as food, t-shirts, giveaways, etc., fall under unallowable expenditures. Please review the policy carefully before making the request.
- Projects which are currently required by the state of Pennsylvania or SRU policy.

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## BUDGET WORKSHEET

The following table can be used as a worksheet prior to inserting the information in the on-line application form. Be sure to include information regarding all non-standard materials and services that are required to successfully complete the project.

Category	Item Cost	Quantity	Total Cost
<b>Supplies</b>			
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
<b>Equipment</b>			
1.			
2.			
3.			
4.			
5.			
<b>Other Expenses</b> such as postage, copying, consulting fees, etc.			
1.			
2.			
3.			
4.			
5.			
<b>Travel</b>			
Transportation			
Lodging			
Registration			
Meals			
Misc. such as tolls, parking, etc.			
<b>TOTAL PROJECT COST</b>			<b>\$</b>
<b>AMOUNT OF GREEN FUND GRANT REQUEST</b>			<b>\$</b>
<b>Other Source(s) of Funding (list each source and amount contributed):</b>			<b>\$</b>

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## Budget Justification

The following information will be needed for the on-line application. This page is to be used as a worksheet to assist you with the preparation of the justification for the funding requested for each category. Individual items do not need to be described, but clearly state why the items are necessary to complete the project.

### Supplies

### Equipment

### Other Expenses

### Travel

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## QUESTIONS

### SECTION A: PROJECT DESCRIPTION

The following information will be needed for the on-line application. This page is to be used as a worksheet to assist you with the preparation of answering the questions. Please note some of these questions below might not apply to your project and/or you may not have access to full information required to answer them. If either is the case, please include any information you do know and in the case you have no information or it does not apply simply answer “not applicable”.

1. Is your project an infrastructure or educational /activities project.
2. Describe the project goals and how they meet The Green Fund’s vision and mission statement.
3. Who will receive the benefits of the project?
4. What sources of labor will your project use? How were the materials you are using made? How will they be recycled or disposed?
5. What are your plans for any equipment purchased after the end of the project? Include information on where this equipment will be housed and any future plans for its use.
6. Will the project reduce demand for environmentally or socially destructive processes, or make resource use more efficient without changing demand? Please explain.



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## **SECTION B: EDUCATION AND PUBLICITY**

The following information will be needed for the on-line application. This page is to be used as a worksheet to assist you with the preparation of answering the questions. Please note some of these questions below might not apply to your project and/or you may not have access to full information required to answer them. If either is the case, please include any information you do know and in the case you have no information or it does not apply simply answer “not applicable”.

1. Please give a brief overview of what your program will cover.
2. Who is the audience of your project? How will you ensure that your program includes their participation?
3. Will there be a hands-on component or service component to your educational or publicity program? If so, please describe.
4. Does this project support other sustainability efforts on the campus?
5. How will you evaluate the effectiveness of your education and/or publicity efforts?

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## SECTION C: PROJECT INFORMATION

The following information will be needed for the on-line application. This page is to be used as a worksheet to assist you with the preparation of answering the questions. \*Please note some of these questions below might not apply to your project and/or you may not have access to full information required to answer them. If either is the case, please include any information you do know and in the case you have no information or it does not apply simply answer “not applicable”.

1. List other sources (and amounts) of funding you have received and/or applied for:
2. Please list any volunteer efforts or in kind donations which you have received or are currently requesting from other sources.
3. If you are funded, will your project need any on-going funding after the completion of the Green Fund award? What is your strategy for supporting the project after this initial award to cover replacement, operational, and renewal costs?
4. Please provide a detailed outline of the project timeline.

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## **SECTION D: INFRASTRUCTURE PROJECTS (construction projects or modifications to buildings)** **\*ONLY infrastructure projects should fill this out**

The following information will be needed for the on-line application. This page is to be used as a worksheet to assist you with the preparation of answering the questions. Please note some of these questions below might not apply to your project and/or you may not have access to full information required to answer them. If either is the case, please include any information you do know and in the case you have no information or it does not apply simply answer “not applicable”.

1. How will your project reduce SRU’s impact on the environment?  
Projected savings (cost, energy, etc.):
2. In what ways does your proposal support the campus in meeting the US Green Building Council’s LEED criteria?
3. What approvals are needed to ensure that this project happens? (Example: Approval by Facilities and Planning or Administration) What approvals have you gotten for this project to date?
4. How do you propose to track your savings your project is projected to achieve?
5. Will your project generate a positive cash flow at a certain point? (Earning more than original cost in savings.) If so, please describe your calculation.

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## CHECKLIST

This checklist is provided to assist you in the preparation of the grant proposal and to be sure all of the appropriate approvals have been obtained. The information must be completed in the on-line application form.

Proposals without the appropriate approvals prior to the submission of the proposal will not be considered for funding. Obtaining these approvals may take several weeks; therefore, applicants need to plan accordingly.

	YES	NO
1. Have you obtained a Green Fund grant in the past? If yes, a final report for the previous completed project must be on file in the Grants Office or this proposal will not be funded.		
2. Does this project involve construction or modification of buildings? If yes, plans approved by Facilities for the construction/remodeling must be attached to the proposal. See: <a href="https://www.sru.edu/offices/facilities-and-planning/forms-and-procedures">https://www.sru.edu/offices/facilities-and-planning/forms-and-procedures</a> and Forms: Requests For Project Planning		
3. Does this project involve the purchase of a single item costing \$5,000 or more? If yes, a quote from the suggested vendor, with a picture of the item, must be attached to the proposal.		
4. Does this project involve the use of human participants in research? If yes, the approval letter from the Institutional Review Board (IRB) must be attached to the proposal. See: <a href="http://www.sru.edu/offices/institutional-review-board">http://www.sru.edu/offices/institutional-review-board</a>		
5. Does this project involve the use of animals in research? If yes, the approval letter from the Institutional Animal Care and Use Board (IACUC) must be attached to the proposal. See: <a href="http://www.sru.edu/offices/institutional-animal-care-and-use-committee">http://www.sru.edu/offices/institutional-animal-care-and-use-committee</a>		
6. Does this proposal involve modification to SRU property (i.e., land)? If yes, the approved Land Use Project Work Form must be attached to the proposal. See: <a href="https://www.sru.edu/offices/facilities-and-planning/forms-and-procedures">https://www.sru.edu/offices/facilities-and-planning/forms-and-procedures</a> and Forms: Land Use Request		