

This document is a guide for students and employees who wish to acquire project funding through the Paul Smith's College Center for Sustainability's Sustainability Grant. Please read carefully through the information in this document. Proposals must adhere to all guidelines to be considered. If you have any questions regarding the application process or the administration of the fund, email Sustainability Coordinator at kglenn@paulsmiths.edu

Purpose of the Sustainability Grant Program

Provide funding and support to build a more sustainable and resilient campus community that serves both as a learning model and example for other university campuses and north country communities.

Sustainability Grant Program Goals:

- To be a catalyst for initiatives that further the goals of Carbon Neutrality and STARS certification.
- To empower students as agents of change in our community.
- To increase student stewardship of campus community (physical and social)
- To provide students with the opportunity to develop skills in grant writing, project planning, management, promotion, and other career development skills.
- To increase opportunities for community engagement and place-based attachment.
- To facilitate opportunities for students and faculty to put what they are learning in the classroom into practice on our campus and in our community, through project-based experiential learning opportunities.
- To provide additional educational experiences related to sustainability for the campus community such as guest speakers, fieldtrips, sustainability educational resources etc.
- To support collaborative projects between various campus departments.

Grant Criteria

1. Applicants applying for funding in the \$0-500 category may apply for expedited review to the Smitty Sustainability Committee on a rolling basis (available immediately).
2. Funding is only available to Paul Smith's College students and employees.
3. Grant funds are to be used for initial funding "seed money" for a specific project, are not intended to be a long-term funding strategy, or used to support the ongoing operations of continuing projects.
4. To be considered for funding, projects must address STARS (Sustainability Tracking and Rating System) or Climate Action Planning (CAP) certifications. Priority will be given to those projects which support CAP and STARS certification AND demonstrate long-term viability through linkages with student organizations, academic programs, community groups, or the like. Please contact Sustainability Coordinator Kate Glenn kglenn@paulsmiths.edu to discuss STARS and CAP. www.paulsmiths.edu/sustainability
5. Funding requests need to be presented in a clearly articulated proposal using the Application Format provided below.
6. Prior to submissions, projects must receive approval from appropriate campus committees and offices prior to submission. These may include one or more of the following, Department Chairs, Provost, Facilities Director (construction projects), etc.
7. Proposals including any type of on-campus construction must obtain approval from Facilities Director jasmus@paulsmiths.edu. This approval should be in the form of a letter and should be submitted along with the proposal in the Supporting Documents section.

Funding Process

1. A written proposal following all guidelines should be submitted online through the Center for Sustainability website (<https://www.paulsmiths.edu/sustainability/campus-sustainability-fund/>)
2. All proposals **under \$500** will be reviewed and voted on by the Sustainability Committee in conjunction with the College's Sustainability Coordinator on a weekly rolling basis.
3. All accepted over \$500 proposals will be asked to design an informational poster on their project. Posters will be displayed in the student center and posted online the week of the vote.
4. Budget, implementation, and completion of projects will be overseen by the Sustainability Coordinator.
5. If a project is unable to complete its objectives within the proposed timeline an extension may be considered by the Sustainability Coordinator. An updated timeline will be requested along with submitted explanation for why the project was delayed.
6. Project applicants that misuse awarded funds, and/or do not complete their projects will **not** be applicable for future funds.

Grant Proposal Format

A. Cover Page

- **Heading:** “Spring 2021 Sustainability Grant Proposal”
- **Project Title**
- **Project Leader:** The name and contact information of the Project Leader
- **Co-participants:** The names of the additional participating students, faculty, or staff members
- **Total amount of money requested** from the sustainability fund for the completion of the project.

B. Project Summary

- **“Goals:”** This section should be a focused description of the overarching goal of the project (the desired endpoint that you envision) and the specific objectives you will complete to achieve the goal (what specifically will be done). Do not address the reason why your project has value – save that for the next section.
- **“Project Justification and Relevance:”** In this section, you should logically address the need for your project and how it will further campus or community sustainability.
- **“Methods:”** This section should define how you will accomplish your goals and provide information on the resources you will use (faculty/staff, companies, products, etc.). Information on how the project will be managed or used in the future should also be addressed here.

C. Project Budget and Timeline

- **Budget Table:** includes line-item costs for specific material, salary, travel, equipment, supplies, etc. The line-item costs should be based on current research into the actual costs of each item.
- **Budget Justification:** includes obvious items need not be explained, but justification should be provided for any items that may not be clear. (*This is optional*)
- **Timeline:** outlines the expected completion time of various components of the project as well as the estimated final completion date.

D. Supporting Documentation

- Must include any additional relevant documentation that supports your proposal. This may include but is not limited to letters of approval from staff or faculty; feasibility studies; references; background literature. (*See numbers seven and eight under “Grant Criteria” *)
- Proposals including any type of on-campus construction must obtain approval from Facilities Director. This approval should be in the form of a letter and serves as support of the project.