

## **PROPOSAL APPLICATION AND REQUIRED ELEMENTS**

*Please review the proposal guidelines before beginning your application*

Submission guidelines: Proposals should be written in a 12-point font and should include the REQUIRED ELEMENTS listed above in the specified order. Proposals should be submitted in BOTH .pdf and .doc formats and submitted via email to the Sustainability Office Manager, Christi Kemper, cmkemper@alaska.edu.

**Date**

**Project title**

**Amount requested**

**Project location**

**Proposal author/s:**

**Contact information**

**Department**

**Year in school and academic standing (if a student proposal)**

**Sustainability theme** (One or more may be selected from this list)

- Energy efficiency and/or renewable energy
- Water (includes sewage and storm water runoff)
- Transportation
- Purchasing
- Waste management
- Sustainable design
- Food systems
- Education and curriculum
- Social sustainability
- Process and institution

**Project category:** All projects must fall into an identified category.

There are two categories of projects: Those that have demonstrated and quantifiable savings (Category 1) and those that have non-quantifiable or intangible savings (Category 2). Category 1 projects receive funding preference over those in Category 2.

### **Category 1 Yes/No**

Green Revolving Funds finance projects that reduce resource use (e.g., energy, water, waste) or mitigate greenhouse gas emissions (e.g., renewable energy). Category 1 projects should have demonstrated and quantifiable returns on investment and a payback period of 25 years or less. See estimating cost savings below in budget section. See estimated cost saving below in the budget section.

### **Category 2 Yes/No**

Category 2 projects have non-quantifiable savings and result in progress on sustainability goals. Projects must demonstrate positive economic or environmental impacts on future resources, ecosystem health, and human wellbeing. Projects in this category may support education, outreach, and waste reduction, support utilities or support the operation of sustainability programs. Fund allocations to Category 2 projects will not exceed 20% of total funds awarded during each funding cycle and must be completed within one year of grant allocation.

**Project summary:** Summarize project in three to five sentences.

**Project description:**

- Tell us about your project and how you came up with the idea.
- Define the project goals, total cost, and expected benefits.
- If this proposal builds upon previously funded proposals, please mention that here and provide a progress report on the previously funded project.
- How will you measure results (survey, cost savings, waste reduction)?

**Project value:**

- Detail the project’s value to the student body and UAF campus in terms of sustainability.
- Explain how your project fulfills the goals of the Sustainability Fee (fee goals are to promote energy efficiency programs and renewable energy projects). Keep in mind that the students fund the Sustainability Fee, so we have the responsibility to spend money efficiently, responsibly, and in a way that benefits students.
- Describe 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.

**Implementation plan:** Description of project goals and implementation.

- Must include a table that includes a timeline, important events, persons responsible, and costs of each step.

*Example table:*

Date	What will be done	Responsible person	Funds used
May	Order bike racks	John Smith PI	10,000
June	Put in work order at Facilities Services	John Smith PI	5,000

**Outreach plan** – Description of all outreach and marketing goals for the project. All projects must include a mechanism for letting the UAF community know about the project and that it was funded with the Student Sustainability Fund. **Include a summary paragraph and table that identifies what will happen, the person(s) responsible and dates.** All promotional materials must contain the UAF Sustainability Logo.

*Example outreach plan*

Description	Venue	Date	Who will do it
Article about project	Sun star, Daily Newminer	Mid June	PI
Public Service Announcement PSA	Cornerstone, Sun star, radio	Mid June	PI
Class/Workshop	Outdoor adventures	Late June	Local resource
Flyers	Around campus	June	PI ‘s
Radio program	KSUA, KUAC, KIAK	July	PI

**Budget** - The proposal should include itemized costs for equipment, supplies, services, software, etc. Specific estimates provided by the manufacturer or suppliers are preferable. Proposals that demonstrate extensive background research and cost identification will receive more favorable review.

*Example budget:*

Equipment or supplies	Quantity and Unit Price	Cost
Recycle bins from Amazon	100 x \$ 1000	\$10,000
Shipping	0	
Outreach		\$520
Flyers printing	100	
Banners	100	
Wood Center Design	20	
Signs	300	
Total		\$10,520

**Projected environmental benefits:** If possible estimate annual carbon emissions savings.

**Estimating cost savings and anticipated number of payback years for projects:** This applies to Category 1 projects. Cost savings can be estimated by work with UAF Facilities Services or using software such as the Harvard Life Cycle Costing calculator. <http://green.harvard.edu/topics/green-buildings/life-cycle-costing>

The Office of Sustainability will check cost savings estimates using the GRITS software. <http://greenbillion.org/grits/>

Cost savings will accrue to the Green Revolving Fund using the following formula:

- 100 % of all cost savings will be paid back to the fund until 120% of the original loan amount is repaid. Example: If a loan of \$10,000 is granted and saves \$2000 per year, \$2000 is paid to the fund until \$10,000 is returned to the GRF.
- The maximum term of the loan is twenty-five years. Determination of the term occurs during the award process and represents the minimum allowable annual payment over the life of the loan. When possible, exact cost savings should be calculated and transferred to the GRF. When extremely tenuous or impossible to determine, an educated estimate should be generated. The Director of Sustainability, with input from Facilities Services, will determine if exact savings should be used or if an estimate is appropriate.
- Cost savings should be calculated in accordance with the fiscal year (July-June). Savings should be transferred into the fund once a year on July 1. See “Accounting Process” section for more information.
- The Office of Sustainability will check cost savings estimates using the GRITS software. <http://greenbillion.org/grits/>

**Budget justification**

- Explain why the proposed suppliers/manufacturers have been selected and how the equipment, supplies, services etc. will accomplish project goals.

- Any educational or other discounts received.

**Qualification & experience of applicants:** Includes any relevant experience (volunteer work, courses, etc.)

**Technical advisors and collaborators:** All projects must list at least one technical adviser or mentor.

- Description of the role technical adviser/s will play and their relevant expertise.
- Name, departmental affiliation (if applicable), and contact information of advisor/s.
- Documentation of advisor/s commitment to the project.

**Attachments:** Any explanatory elements such as letters of support, quotes from suppliers, engineering drawings, diagrams or photographs of project components or plot plans for field experiments.

### **Additional information:**

**Progress reports:** A progress report for each project is due at the end of each fiscal year. It is important that the report be received in order for subsequent proposals to be considered for future funding. Reports should include an itemized account of how the money was spent.

**Our commitment to students:** The RISE Board and the Office of Sustainability are committed to collaborating with students to make UAF a more environmentally and socially sustainable institution. Questions, comments or concerns about the proposal process or the department can be directed to the Office of Sustainability. RISE Board meetings are open to all of the UAF community; interested individuals may contact the Office of Sustainability for dates and times.

**Conflict of interest statement:** A conflict of interest is defined as an actual or perceived interest by a proposal author in an action that results in, or has the appearance of resulting in, personal, organizational, or professional gain. Funding will not be approved if it is deemed that an author stands to benefit disproportionately from the funding of the proposal. The RISE board will not fund proposals from any of its current acting members, nor can the RISE board itself put forth proposals.

**Procurement requirements:** All proposals are subject to procurement requirements established by the state of Alaska and the University of Alaska Fairbanks. Refer to UA Regulations 05.06 for more information at <http://info.alaska.edu/bor/contents/pt5.html>