

Salem College Sustainability Fund
Grant Proposal 2021-2022

Project Name:

Project Leader(s) and Contact Information:

Project Sponsor(s) and Contact Information:

Estimated Project Start Date:

Estimated Midterm Report Date:

Estimated Project End Date:

Estimated Final Project Report Due (30 Days after Project End Date):

Total Budget Request:

Specific budget:

Detailed Description:

A detailed description of the project and its intended outcome.

Criteria of evaluation the success for the goals:

List and describe the project participants, their responsibilities, and project leadership.

Project Participants:

Their Responsibilities:

Project leadership:

How this project improves Salem College's sustainability (who benefits from this):

Detailed and specific timeline of implementation:

Salem College Sustainability Fund Proposal Guidelines

In order to advance environmental sustainability at Salem College, a Sustainability Fund was established in 2014 and a Sustainability Fund Committee was put in place to manage these funds and proposals for the funds. The Committee is a multi-stakeholder committee composed of students, administration, staff, and faculty. The Sustainability Fund Committee is tasked with evaluating and recommending projects for funding.

The Salem College Sustainability Fund Committee promotes and enhances the institution's sustainability efforts by raising environmental stewardship awareness through community led initiatives. The Sustainability Fund is supported by student fees collected through the Student Government Association and is administered by the Salem College Sustainability Fund Committee.

Mission Statement: The Salem College SGA Sustainability Fee initiatives empower students to continue the legacy of the College through environmental stewardship. The Sustainability Fund provides access to resources to support sustainable efforts, programs, projects and research. The fund is governed by the Salem College Sustainability Fund Committee

APPLICATION PROCESS

Who can apply?

Sustainability Fund Grant applications are accepted from any member of the Salem College community, including students, staff, faculty, and campus-based organizations.

What types of proposals are accepted?

The Sustainability Fund shall be used exclusively for projects that provide: Environmental improvements at the College through services related to recycling, energy efficiency and renewable energy, transportation, employment, product purchasing, educational programming, planning and maintenance, irrigation, environmentally oriented research, or matching funds for environmental improvement grants.

RESEARCH & PROJECTS

Research and project proposals are to be concise, no longer than 4 pages (12 point font) and should follow the structure described above.

How is my proposal reviewed? What criteria are used to review my proposal?

Eligibility for Funding

To be considered for funding, the following criteria must be met:

- Completed application and supporting documents are required.
- Projects must directly address environmental sustainability or “green” initiatives at Salem College or within the Salem College Community.
- All proposed projects must have clearly articulated outcomes.
- Project proposals may be submitted by Salem College students, organizations or employees.
- Student proposals must be supported by a faculty or staff member, or student organization with an advisor.
- Employee proposals must be supported by the Dean of the College and/or head of the division to which the employee reports.
- Whenever appropriate, the statement “Sponsored by the Salem College Sustainability Fund” or equivalent shall be used in the project.
- Projects are strongly encouraged to include student involvement.

Evaluation Criteria for Proposed Projects

The Committee shall give preference and priority to project proposals that meet the following criteria. All do not need to be met to qualify for an award, although projects must meet the mission of the Sustainability Fund. If applicable, proposals should

- Demonstrate the greatest reduction in Salem College’s negative environmental impacts;
- Demonstrate a return on investment through increased efficiency;
- Include strong student participation component;
- Should include publicity, education, and outreach considerations; and
- Include matching funds from other sources.

CONDUCT AND COMPLETION OF A GRANT

Once the Sustainability Fund Committee has authorized the grant, the Sustainability Fund Committee Chair will notify the Project Contact Person.

Grant recipients are required to:

- Follow standard Salem College financial, research, and other appropriate procedures that apply
- Submit a 2-page project midpoint update outlining the progress made with the project, the funds used, and any challenges faced during the process.
- Submit an amendment proposal if the project is in need of alteration. This would include: project update, challenges faced, proposed change, and an outline of the project changes. The Sustainability Fund Committee must approve this before the grant recipient can go forth with the changes.
- acknowledge the Sustainability Committee in all public documents and presentations,
- Submit a final report to the Sustainability Committee on project outcomes, implementation etc.
- Make a presentation to the Sustainability Committee and/or college community once the project is complete.

A grant is not considered 'closed' until the final report has been accepted by the Sustainability Fund Committee.