**Student Green Fund Guidelines 2015-2016**

**What is The Green Fund?**

The Columbia University Student Grant Green Fund provides grant funds for student-led projects directed toward improving sustainability in the operation of Columbia University’s campuses.

The fund is designed to enable student-driven projects in sustainability by providing a source of funding, mentorship, hands-on experience with peers and administrators.

**Who Can Apply?**

Currently, The Green Fund is open to all full time students in good standing.

**How much money is in the Fund?**

The total Green Grant Fund is $25,000. The goal is to fund approximately 4-6 projects at an average of $5,000-$10,000 per project. Grant awards are based on submitted project proposal.

**What are the criteria that projects must meet in order to be considered?**

- **Direct impact on campus operations:** The submitted project must take the approach of “campus as a living lab” in that all projects must directly contribute to the environmental sustainability of the operations at Columbia University.
- **Return on investment:** The project must create sustainable change as a return on the investment for the long term. Topics of focus may include:
  - energy conservation / efficiency
  - water conservation / efficiency
  - waste reduction / recycling
  - Transportation alternatives
  - environmentally preferred purchasing
  - “…
- **Measurable:** The projects must have defined, measurable outcome within the proposed end date.
  - Projects that are not completed within a single academic year must have a plan for continuation during the following year, until the project is complete.
  - Project that may involve intense monitoring/maintenance that rely on the human element must have a plan for continuation during academic holidays.
• **Awareness / educational component:** The project should include components that raise greater awareness of sustainability initiatives on campus. This may include:
  - student outreach
  - campaign
  - publications in a Columbia University periodicals
  - marketing strategies
  - project conducted in high visibility area on campus

• **NEW 2015-2016 Faculty endorsement:** It is required your team’s concept has the endorsement of a fulltime Columbia University faculty member.

• **NEW 2015-2016 Administrative endorsement:** It is required your team concept be endorsed/prequalified by the department of primary focus administrative owner.

**Who selects the Award recipients?**

A Green Fund Committee will meet, review and select projects to submit for review by the Sustainability Advisory Committee at Columbia. The Fund Committee has representation from the faculty, staff, and student communities to ensure a fair, transparent process.

• **Decision-making:**
  - The Committee has the right to receive, approve and reject grant requests.
  - Decisions to award funding are made by a simple majority vote of the full Committee membership.
  - The Committee may elect to award only a portion of a grant proposal.
  - Selected proposals will be sent to the Sustainability Advisory Committee for final approval to be sure they are operationally viable.

• **Representatives on Green Fund Committee:**
  - Two students
  - Two representatives from Environmental Stewardship
  - Two Faculty members
  - Two representatives from operations

• **Fair and transparent process:**
  - Green Fund Committee members will serve for one academic year.
  - Each Committee member must disclose all campus groups and organizations of which he or she is a member. All potential conflicts of interest discovered will be made public. Where appropriate, the Committee member will recuse themselves from voting on grant allocations for projects proposed by such groups. For such votes, the “full Committee membership” as defined for voting majority purposes shall be decreased to account for the Committee member’s recusal
How are fund disbursed?

- Funds disbursement will be managed directly through the Environmental Stewardship office. Students will not be given direct access to or responsibility for managing the lump sum of the money their project is awarded.
- Steps to receive access to funding:
  - Students first meet directly with the Environmental Stewardship operations manager, who is responsible to manage the green fund.
  - Program manager will ensure that the disbursement request aligns with a budget item outlined in the approved project budget.
  - If the request aligns, the Green Fund program manager will submit approval for disbursement to the Environmental Stewardship office manager.
  - The ES office manager will either purchase approved project item using a P-card, or collaborate with the appropriate Campus Services departments (Dining, Housing and University Events Management) to purchase what is needed.

Things to think about as you create your proposal...

Will this project benefit the University's sustainability goals?
We encourage projects that will complement existing sustainability programs and projects in place on campus. We encourage proposals that build on existing infrastructure and commitment to work towards a common goal for campus sustainability.

Does the project educate, raise awareness and contain strong student participation?
Preference will be given to projects that are highly visible, impact daily student life, and/or reach a wide demographic within the Columbia community.

Does the project make economic sense?
Preference will be given to projects that demonstrate the greatest reduction in Columbia University negative environmental impact for the least cost.

Does the project have long-term impact?
Strong preference will be given to projects that will have a lasting impact on campus beyond their completion and beyond the graduation/department of their original instigators.
Other guidelines of note:

- Green Fund funds are not to be used or reallocated for purposes other than those described in this document.
- All intellectual property generated through the use of Green Fund funds shall become the property of Columbia University.
- All materials and equipment purchased with Green Fund funds shall become the property of Columbia University and must be provided to the University upon completion of the grant.