

2013-2014 Student Fee Review Board
Funding Request Application

UNM Office of Sustainability

Name of Department

Mary Clark _____ **Sustainability Manager**
Dean/Director Title

MSC01 1060 _____
Campus Address

505.277.1142 **Lobosust@unm.edu**
Campus Phone E-mail Address

\$ 6.35
Amount requested per Full Time Enrollment (FTE)
(As a guideline, this year's FTE is **23,620**. Amount above x FTE = Total estimated allocation.)

CERTIFICATION

I certify that the statements herein are true and complete to the best of my knowledge and accept the obligation to comply with the terms and conditions of the Student Fee Review Board.

Earl W. Shank
Submitted By (Print Name)

Department Head Signature (Mary Clark) _____ Date

Please submit an electronic version of this form via email to sfrb@unm.edu and a hard copy original of this form plus 15 copies to the GPSA Office, SUB # 1021.

By Monday December 16, 2013, 5:00 PM.

***Late applications will not be accepted**

SFRB Funding Request Questions

Introduction

- 1) Provide a description of the services provided by your department/program, and how they support the mission of the University.

University core values include; excellence, access with support to succeed, integrity, diversity, respectful relations, freedom, and sustainability. Sustainability: “so that as we meet the needs of the present, we are not compromising the well being of future generations.”

The UNM Office of Sustainability is responsible to promote sustainability at the University and to ensure the execution of sustainable goals such that the University can maintain a long-term level of excellence. The Office of sustainability provides support to preexisting programs;; collaborates with likeminded departments on campus; Lobo Energy, Sustainability Studies and other academic programs, Residence Life and Student Housing, student organizations, and others; develops new sustainable initiatives for implementation; and works to bring greater, more wide spread knowledge about sustainability and the role of sustainability at UNM to the University community.

- 2) Provide a brief description of the history and future plans of your department/program. Please briefly describe services offered that are unique to the University.

The Office of Sustainability is only approximately a year old. The Office of Sustainability is responsible for the reporting requirements of the American College and University Presidents’ Climate Commitment, assists Sustainability Studies classes and students with such projects as Lobo Gardens, and promotes overall energy conservation and alternative transportation across campus. The reorganization of programs within Physical Plant Department will result in UNM Recycling being adopted into the Office of Sustainability on Jan. 1, 2014.

SFRB Budget Overview

- 3) Specifically state which line items will be covered and to what extent by SFRB funds. What is the anticipated impact on the student population?

SFRB Funds will be used as the seed capital to establish a Green Fund at the University. Other Office of Sustainability operations will be unaffected by SFRB funds. These funds will be used in the pursuance of sustainable projects, selected by students, at the University. On a project by project basis the quantity of students affected will vary. However, by and large the Green Fund will pursue projects affecting the totality of the student population. Such projects will seek to make durable infrastructural improvements, provide increased awareness about sustainability, and provide opportunities for student involvement in decision making as well as proposal of sustainable projects.

- 4) What outside sources of funding (i.e. not SFRB funding) has your department or program sought out in the last fiscal year? Please distinguish individual departments within UNM in which funds were requested.

The Office of Sustainability is funded through Physical Plant Department. Specific projects such as solar instillation often times are funded by outside donation. This is the case with the recent solar instillation on the roof of the Science and Math Learning Center.

- 5) What budgetary increases or decreases from other funding sources (i.e. not SFRB funding) do you anticipate compared to your budget from last year? Please explain.

Not applicable: This is the first time applying to the SFRB and the program being requested for is unaffected by any sort of increase/decrease.

- 6) Describe in specific detail any increase in SFRB funding being requested and how that increase in your department/program will directly impact the UNM student population.

Not applicable: This is the first time applying to the SFRB.

- 7) If last year's SFRB budget items were spent on other expenses please provide a brief explanation.

Not applicable: This is the first time applying to the SFRB.

Relationship to and Cooperation with the UNM Community

- 8) UNM is a Hispanic/Minority serving institution, How has your department or program contributed to or engaged in this mission?

Sustainability is entirely indiscriminate. Establishing a durable culture at the institution promotes the success of all people Hispanic/Minority/Majority.

- 9) How does your department/program collaborate with other departments/programs?

The Green fund Committee is a collaborative effort between the Office of Sustainability, Sustainability Studies, ASUNM, GPSA, Residence Life and Student Housing, Lobo Energy, and the University Architect, as well the full UNM student body by means of the advisory council open to any student at the University enrolled in at least 6 credit hours. Each one of these entities on campus maintains appointments to the committee. The Office of Sustainability consistently seeks partnership and opportunities to further sustainability, and works with each of these groups beyond their role in the Green Fund, as well.

- 10) Describe improvements your department/program has implemented in the last year to

improve services and accessibility of the service you provide.

The Office of Sustainability is only a year old, and so all programs and operations in place serve as improvements to the state of sustainability at the institution since last year.

11) What role does your department/program play in student recruitment, retention, and graduation?

Robert Franek, Senior VP/Publisher, The Princeton Review, noted the significant interest today's college-bound students have about green issues. "Among 9,955 college applicants who participated in our 2013 'College Hopes & Worries Survey,' 62 percent said having information about a school's commitment to the environment would influence their decision to apply to or attend the school," he said. <http://www.princetonreview.com/green-guide-press-release.aspx>

We think sustainability and the opportunity to participate in the decision making of a Green Fund is exceptionally important in recruitment, and the feelings of ownership and place on campus this will foster lead to an increase in retention and graduation. Sustainability is being taken into consideration at an increasing frequency by students when considering the correct institutional fit. To compete in the ever increasingly competitive high-caliber student market, UNM needs to build sustainability student opportunity in sustainability into the culture.

Student Involvement

12) How are students involved in the decision making process of your department/program?

The Office of Sustainability functions, often, as a resource to students, both those involved with specific programs (i.e. sustainability studies, Res. Life, student organizations) as well as those who have a personal interest in sustainability. Students with interest in sustainability or implementation of a sustainable program are encouraged and provided with resources for success. Such an example includes Lobo Gardens.

Specifically, the Green Fund's Student Advisory Council is an all student group made up of any student at the University enrolled in at least 6 credit hours who is interested in joining. These students provide insight and perspective to the full voting Green Fund Committee. The Green Fund committee is an eleven member body made up of six students. Of these eleven, the eight full voting members include six students and two faculty/staff members as part of the smaller group who decides on the funding allocation to projects.

13) How do you plan to increase student participation in your department/program and improve service and accessibility to the students of UNM?

The Office of Sustainability is always looking for opportunities to impact a wider breadth of students through new projects. The institutionalization of a Green Fund at UNM directly engages students in sustainability. They are the decision makers, and with this responsibility the students hopefully buy into their ability to make a sustainable impact as the University.

14) Describe your program's level of participation.

- a) How many students are actively involved in your department/program? Please provide a brief example.

This depends on student/student organization requests for assistance on course related projects or activities.

Ex: Lobo Gardens was established as a joint effort between the Office of Sustainability and an American Studies course.

- b) How many students are impacted by your department/program? Please provide a brief example.

All UNM students are impacted by the sustainability efforts. The procurement of energy, recycling program, and improved energy usage in buildings affects all students.

15) How many students do you employ, including graduate assistants, interns, etc?

The UNM Office of Sustainability employs one student employee (2 employees total) in the role of Sustainability Coordinator.

Self-Evaluation

16) Describe in detail the systems in place for tracking the UNM student population and non-UNM student populations served by your department/program. This includes how you track the students you serve on a repeat basis and the students that are served just once. Comment on the system's effectiveness, changes made this year, and plans needed for improvement. (Note: We realize that tracking systems will vary across departments/programs.)

We serve all students, not solely a specific population. As such, we have not formalized a tracking system. However, the implementation of the Green Fund enables students sitting on the advisory council the unique opportunity to participate in long-term sustainable planning at the University. Involvement will be easily quantifiable, and is tasked to members of the committee in their reporting.

17) What methods have been used in evaluating your department/program (for example, surveys, focus groups, interviews), and have these methods proved to be effective?

To assess student interest in the UNM Green Fund a survey was delivered via various University listservs (President, ASUNM, GPSA, and Sustainability Studies) as well as across various social media channels. The results of that survey are included as supplementary material.

Use and Effects of Funds and Action on Prior Recommendations

18) State your objectives for the funding you received through the previous SFRB process.

Describe how you met those objectives, and if you did not, please explain why.

- a) Provide a short outline of each program/project SFRB funds are used for. How long has each program/project been in operation? What are the outcomes of each program/project?

Not applicable: This is the first time applying to the SFRB.

- 19) Specifically address and comment on each recommendation made to your departments/program by last year's SFRB.

Note: If you do not have the letter from last year's SFRB process that included recommendations, please contact the GPSA (277-3803) or ASUNM (277-5528) offices for a copy.

Not applicable: This is the first time applying to the SFRB.

Summary

- 20) Provide any other information or a narrative that will assist the SFRB in making a decision to grant your department/program funding.

Green Fund and Related Entities Charter

1. General

1.1. Mission

The University of New Mexico (UNM) Green Fund is a collection of financial resources to be used in pursuance of sustainability at UNM. This fund's establishment is to promote all types of sustainability; environmental, social, and economic. The Green Fund as an operable tool should function to assist UNM and subsidiaries in accomplishing long term viability via providing instillations, opportunities, and initiatives that would otherwise go unfunded.

At its core the Green Fund is meant to be Grassroots, facilitated by students, with the oversight and guidance of relevant staff and faculty. As such, the Green Fund will seek partnerships, both small and large, to finance as many relevant projects as possible. Members of the UNM community are encouraged to contribute to the discourse of what to fund and with how great a resource commitment through such Green Fund outreach as the Advisory Council.

Though voting is limited to a small group relative to the campus, the group's composition is meant to fairly represent actors on campus identified as having significant stake and knowledge as to how best implement long-term sustainable solutions. The role of the Green Fund Committee (GFC) is to maintain revenue sources for the Green Fund and make well informed decisions as to project funding. The GFC acts as a joint committee to empower students, staff, and faculty working together to engage the University community on issues relating to sustainability.

1.2. Exclusions

Despite the effort to fund all type of sustainability initiatives, the following will not be partly or fully funded:

- a. Credits or Offsets: Funds should never be used to purchase carbon offsets, renewable energy certificates, green tags, or any other credits. Rather, the Green Fund should focus on projects that directly improve the sustainability, leadership, and image of UNM as New Mexico's flagship institution.
- b. Budget shortfalls: Funds should not be used to cover budget shortfalls for the University, except by investing in appropriate sustainability projects that reduce institutional costs.
- c. Salaries: The Fund is not intended to cover faculty or staff salaries, except as direct wages for a project, when the Committee deems appropriate. This provision shall include such other payment to persons as stipends, bonuses, or compensation for the completion of projects
- d. Operational expenditures or reoccurring costs may be funded one time through the Green Fund, but ongoing resource outlay should not be planned for or expected using the Fund.

2. Definitions

2.1. Student Green Fee

The student green fee is a per-student fee meant to fund initiatives both educational and infrastructural to enhance the University of New Mexico campus and community. This funding is meant to encourage and foster the long term sustainability of the University of New Mexico both as a physical place and as an intellectual community.

2.2. Green Fund

The sum of all financial contribution via the Green Fee, gift/donation, capital outlay, or other sources that are accessible by the Green Fund Committee to allocate as they see fit, and that fulfill the mission set forth in this charter.

2.3. Green Fund Committee (GFC)

A committee made up of members of the UNM campus charged with:

- a. Maintaining and increasing funding sources contributing to the Green Fund; and
- b. Accepting and reviewing Green Fund Projects (GFP) to determine an appropriate amount of fund apportionment; and
- c. Monitoring progress and providing appropriate support to ensure funded projects accomplish the goals set forth in the project proposal; and
- d. Meeting no more irregularly than every twenty (20) business days to address new, reoccurring, and old business; and
- e. Adhering to the mission of the Green Fund; and
- f. Providing an annual report.

2.4. Term of Office (Term)

The term of office of an appointed member or replacement of the GFC, except for a person filling an unexpired term, is one year, beginning at noon of the last day of the spring semester and ending at noon of the last day of the following spring semester. Student representatives to the GFC may not serve more than two (2) terms in a single appointed seat.

2.5. Unit

A “unit” for the purpose of this policy is a University department, division, organization, or program requesting funding as the sponsor to identified fundable projects. Chartered student organizations are not eligible to receive funding from the Green Fund directly, and as such will not be considered as units.

2.6. Green Fund Project (GFP)

A project submitted to the GFC for reviewing and funding with the goal of sustainability. A GFP does not necessarily receive funding, but has been considered against other proposals for funding during an allocation cycle.

An approved project for funding will be expected, on completion or at the request of the GFC, to provide a report outlining:

- a. Aspects accomplished and unaccomplished; and
- b. Budget spent by line item; and
- c. University engagement with an emphasis on the project's impact on students, faculty, and staff in the realm of sustainability.

2.7. Advisory Council

The Group of Students who shall provide advisory opinions to the permanent GFC about project implementation. Open to all students at the University of New Mexico who maintain current enrollment in at least 6 credit hours and who are in good standing at the University.

2.8. Full Voting Member

Full voting members of the GFC may vote on GFP's, as well as on policy decisions relating to the Green Fund's operation. Special focus is given to permanent members of the GFC who are serving in a student capacity. Full voting is not limited to students, as the Office of Sustainability staff representative as well as staff or faculty representative from the Sustainability Studies department shall also maintain this privilege.

2.9. Partial Voting Member

Partial voting members of the Green Fund will not be permitted to vote on GFP's, but will maintain full voting privileges for policy decisions relating to the Green Fund. At no time will permanent members of the GFC serving in student capacities be considered as partial voting members.

3. Membership of the Green Fund Committee

There will be eleven (11) permanent members of the GFC. The offices and departments making appointments to the GFC shall collaborate in their appointments, and use best judgment to ensure that the GFC's overall membership reflects the diverse makeup of the University and sustainability interests intellectual and infrastructural.

3.1. Membership

3.1.1. Permanent GFC Membership

The eleven (11) permanent GFC, eight (8) full voting and three partial (3) voting, members shall be from the respected UNM offices and departments described hereafter:

1. One (1) full voting staff representative appointed by the Office of Sustainability Manager;
2. One (1) full voting student representative appointed by the Office of Sustainability Manager;
3. One (1) full voting staff or faculty representative appointed by the Sustainability Studies Program Director;
4. One (1) full voting student representative appointed by the Sustainability Studies Program Director;
5. One (1) full voting student representative appointed by the Residence Life and Student Housing Manager;
6. One (1) full voting ASUNM Senator appointed by the ASUNM Vice President;
7. One (1) full voting student appointed by the ASUNM President;
8. One (1) full voting student appointed by the GPSA President;
9. One (1) partial voting staff representative appointed by the Residence Life and Student Housing Manager;
10. One (1) partially voting staff representative appointed by the Office of the University Architect; and
11. One (1) partially voting staff representative appointed by the Lobo Energy President.

3.1.2. Advisory Council

Two (2) permanent members of the GFC will be charged, by nomination and simple majority vote of the GFC, with the organization of the Green Fund Advisory Council.

The Advisory Council is an all student council meant to aid the GFC in its decision making by providing relevant input on all aspects of the tasks charged to the permanent members of the GFC. The advisory council is open to membership by any student at the University of New Mexico enrolled in at least 6 credit hours. Students at the University may freely join or leave the Advisory Council as they see fit, but must have attended the most recent GFC meeting to be yielded time to speak during an official meeting.

The Advisory Council's primary objects will be:

1. To voice the opinion of students as it relates to GFP selection and funding; and
2. Generating student initiated ideas for GFP's; and

3. Acting as liaisons between the GFC and all UNM students.

3.2. Responsibilities of the Chair

1. Call and facilitate all meetings of the GFC.
2. Create meeting agendas, and hold all meetings to the agenda in a timely fashion.
3. Cultivate and maintain communication and a good relationship with University administrators, faculty, staff, student groups, and community members who are relevant to the success of the Green Fund and GFC.
4. Vote only in the event of a tied vote for both votes by the full permanent GFC and for votes of the full voting members of the GFC.
5. Oversee the project solicitation, timely and correct submission, and selection process.
 - a. The chair may request the aid of other permanent members of the GFC or the advisory council as they see fit to complete solicitation, timely and correct submission, and/or the selection process.
6. Oversee the completion of the end-of-year report. This report should be verified and approved by the GFC at large, well written, attractively designed, and polished before submission. The report will include:
 - a. Progress of the Green Fund; and
 - b. Finalized decisions for projects selected; and
 - c. Necessary revisions and amendments to the process to increase the effectiveness of program; and
 - d. Any other information which would contribute to the overall transparency or knowledge about the Green Fund's workings.

3.3. Operations

3.3.1. Selection of Chair and Vice Chair

The Chair of the Committee will be selected from amongst the student membership of the GFC by a nomination process open to all student members, and by confirmation of a majority of the student members of the GFC.

The Vice Chair will be determined using the same process as outlined above with all instances of "student" being replaced by "staff and faculty." The Vice Chair will assume the position of Chair in the event the Chair is unable to preside over a meeting. At the time the Chair is able to reassume their position the advancement of the Vice Chair to Chair will be null and void and the Vice Chair will reassume their previous position.

In the event of vacancy of either the Chair or Vice Chair during any time through the term, the processes described above will be employed to fill the seats. Succession of Vice Chair to Chair will not be made as a permanent transition.

3.3.2. Voting on GFP's

Approval of a GFP and specific funding for GFP's requires a majority vote from full voting members of the GFC. The GFC Chair will only vote in the event of tie to resolve the matter at hand.

3.4. Resignation

Any appointed member of the GFC may resign by submitting a signed and dated letter of resignation to the GFC chair, or is deemed to have resigned by failure to attend three (3) regularly scheduled GFC meetings in an academic year, or two (2) consecutive meetings.

Should a voting member of the GFC be unable to attend a meeting, they may send a representative knowledgeable about the topics of the day, and with approval by their respective office or department whom they represent, in their place. In this instance the absence will not count against the GFC member, but this action should not become habitual.

In the case of resignation because of non-attendance, such resignation shall automatically become effective at the close of the third (3rd) meeting or second (2nd) consecutive meeting which the voting member or a representative has failed to attend. The position being resigned from will be filled by the same authoritative body that made the resigning member's appointment or whose office or department the resigning member represents.

Should the authoritative body responsible for the resigning committee member not make an appointment by the next meeting, a member of the Advisory Council may be nominated and confirmed by a two-thirds (2/3) majority of permanent GFC members to cast a vote in their place. Upon the reappointment of a representative by the responsible authoritative body, the succession of the Advisory Council member becomes null and void.

3.5. Removal

Permanent members of the GFC may be removed by the officer, office, or department who made the initial appointment, or by vote of at least eight (8) permanent members of the GFC.

A vote to remove a permanent member of the GFC will be preceded by a subpoena, at least ten (10) days prior, stating the reason for the vote of removal signed by at least two-thirds (2/3) of permanent GFC members, and delivered to the permanent member in question.. The vote to remove a permanent member must take place at a GF meeting, and the permanent member being voted on for removal must be present.

At no time may any member of the Advisory Council be removed from the council, unless by a unanimous decision of the permanent GFC members. A vote for removal of an Advisory Council member can only be made on the grounds of disruption to the overall mission of the GFC.

4. Funds

4.1. Place of Fund Holding

All funds collected for allocation by the GFC via student fee, gift/donation, capital outlay, or otherwise will be maintained by the UNM Office of Sustainability in a special account designated to the Green Fund. Funds in this account cannot be reallocated to non Green Fund projects or related interests for any reason.

4.2. Allocation Restrictions

There is no limit to how many GFP's or with how much funding the GFC can support each year, provided all allocations remain within the budget. Voting members of the GFC are exempt from submitting project proposals, and should excuse themselves from voting in the event of a conflict of interest.

- a. A conflict of interest may be defined as any instance where a voting member of the GFC is invested in a project for reasons external to the GFC, and when a reasonable level of objectivity cannot be maintained for voting purposes.

4.3. Availability of Funds

Funds will be allocated to projects in advance on paper, but will only become physically available for use at the precise moment they are needed (for purchases, et cetera) in the implementation of the project. This is to ensure that funds are not physically given in full at the onset and then never used during the course of project implementation. Funds allocated initially on paper to a project that are not physically obtained and spent within the project's determined time frame shall be returned to Green Fund for reallocation.

5. Organization and Meetings of the Green Fund Committee

5.1. Regular Meetings

The GFC shall meet as needed throughout the year. The first meeting will be no later than the twentieth (20) day of the Fall Semester, and will be organized by the UNM Office of Sustainability Manager or student representative. By the end of the first meeting, a Chair and a Vice Chair will have been elected. the Chair of the GFC shall communicate meeting dates to all members of the GFC and to the Daily Lobo for publication and shall provide at least three (3) days' notice of any change in regular meeting dates. The Chair shall be responsible to ensure that all departments, divisions, and organizations applying to the Green Fund have adequate notice of any meeting or hearing in which funding for the unit is to be discussed.

5.2. Special Meetings

Special meetings may be called by a majority vote of the members at a duly called meeting or jointly by the Chair and Vice Chair of the GFC. Sufficient notice must be given to all members and the Daily Lobo for a special meeting to be valid, but in no case may notice be fewer than three (3) days so as to be in accordance with the state of New Mexico Open Meeting Act.

5.3. Quorum

Quorum at GFC meetings shall consist of at least two-thirds (2/3) of the members of the GFC which will include a majority of the full voting and partial voting members

6. Annual Recommendation and Transfer Process

As provided in Section 7. herein, the Reserve Fund may be used for emergency expenditures of units.

6.1. Deadline for GFC Decisions

The GFC shall have finalized all decisions regarding allocation of Green Fund money to GFP's by no later than the second week in February with the expectation of project duration to not exceed the second (2nd) week in December of that calendar year.

6.2. Content of Decisions

The finalized decisions shall include the following: The Total amount collected by the Green Fund during that period via the Green Fee or other funding sources; The GFP's chosen to be funded as well a summary list of the goals of these projects; the amount requested and the amount actually funded of each of the approved GFP's; and all funds retained by the Green Fund for future expenditure including rollover funds from the previous term.

6.3. General Guidelines for Funding Units

The Green Fee shall be used to aid both intellectual and physical establishment of sustainability on campus. Salaries are not appropriate channels for which to pursue allocation from the GFC. There should be no expectation that the recommendation for funding for any unit(s) project(s) will continue from year to year.

6.3.1. Process for Unit Allocations

All units are required to submit application(s) to be eligible for funding. Each unit by GFP will be funded at a fixed, one time amount. The GFC will hold hearings in which all permanent, full voting and partial voting, members are mandated to attend.

After the hearings are complete, the GFC will convene to deliberate and determine the total amount of the Green Fund to be used for unit(s) GFP(s) allocations.

Individual voting members of the GFC will develop recommendations for each of the applying unit(s) GFP(s). Their total shall not exceed the total of the Green Fund. At a designated GFC meeting, individual recommendations will be due and averaged for informational and collaborative purposes.

Fee recommendations for each applicant must be approved by a majority vote of the full voting members of the GFC. The GFC's final funding approval will be made public.

6.3.1.1.

Any unit funded through the GFC must inform the committee before spending funds in a way that does not reflect the approved application. This clause may only be approached in instances where a change in spending is pursuant of the original intent of the application and sustainability. The GFC will convene to meet at a reasonable time and vote on the proposed change. Only after approval of a majority of the permanent committee will units be allowed to spend funds in ways not originally approved.

6.3.1.2.

If a unit will directly transfer funds to any entity outside of UNM, sample contracts between the unit and outside entity will be presented to the GFC before approval. Payments for services provided by official UNM vendors are not considered a transfer of funds to an outside entity.

7. Reserve Fund

7.1. Funding

The Reserve Fund shall be funded by balances carried forward from previous years. The reserve, at all times, should remain liquid and very low-risk to avoid compromising the ability to finance projects in the future.

7.2. Use of the Reserve Fund

The Reserve Fund may be used for GFP's that would otherwise not be practical to fund based on the necessary resources. Said projects though being in excess of available funds raised during the term, must present a great potential for positive impact on the UNM community such that the GFC deems the project worthy of additional funding. These projects will impact an exceptionally large portion of the University community if not the entire community.

7.3. Expenditure and Savings Approval

Expenditures from the Reserve Fund, and carrying balances forward in order to maintain a healthy balance for special projects, shall be determined by the GFC with special oversight and recommendation being given by the staff representative appointed by the UNM Office of Sustainability Manager.

8. Amendments

The approval of four-fifths (4/5) of the GFC is required before proposed amendment may be made to this charter, and only when proposed amendment will necessarily enable the GFC to better accomplish the mission set herein for the Green Fund. The Advisor Council's opinion will be taken into consideration for all amendments.

Only members of the Advisory Council or GFC members may propose amendments. Any amendment requires a full voting member's sponsorship.

Students at UNM are establishing a Green Fund to promote sustainable projects on campus.

A full voting committee composed of six (6) students and two (2) faculty/staff members will allocate funds annually on a competitive basis. This group of eight (8) will receive advisement by an all-student advisory council who will aid in determining which projects to fund and how much money to allocate to each.

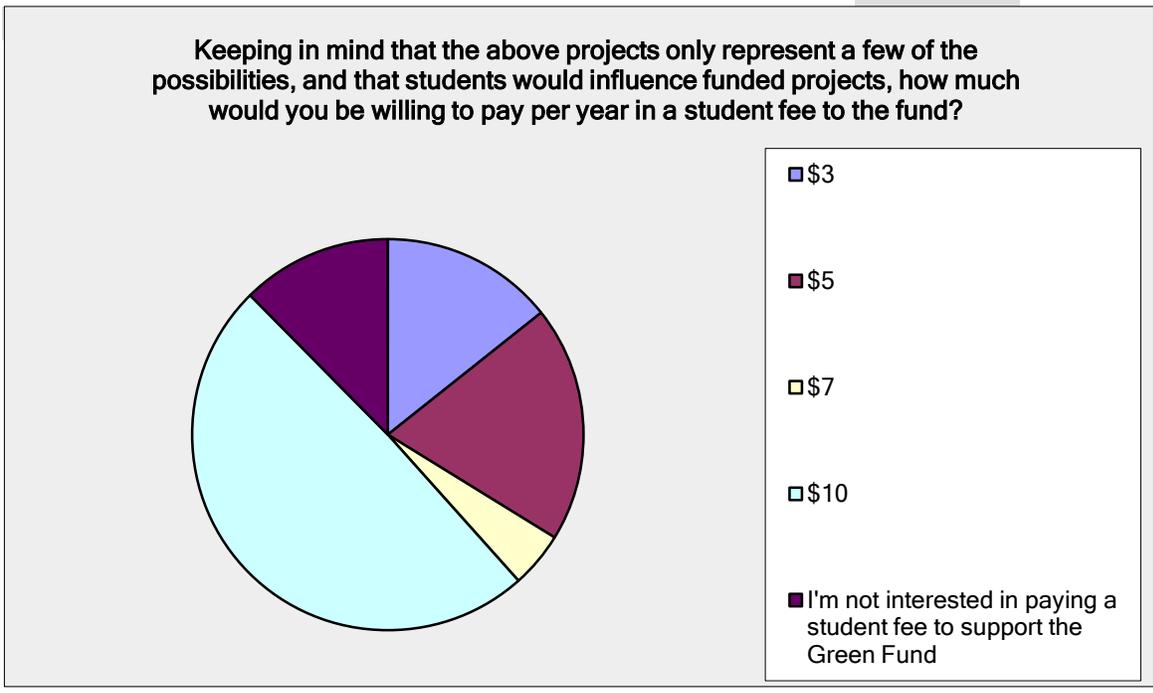
Potential projects could include the following on campus:

- Solar panels (photo voltaic cells)
- Recycling bins
- Sustainability educational programs
- LED light bulbs and occupancy sensors
- Community gardens and campus composting
- Bike share program

Green Fund and Bike Share Survey

Keeping in mind that the above projects only represent a few of the possibilities, and that students would influence funded projects, how much would you be willing to pay per year in a student fee to the fund?

Answer Options	Response Percent	Response Count
\$3	14.3%	93
\$5	19.5%	127
\$7	4.6%	30
\$10	49.2%	320
I'm not interested in paying a student fee to support the Green Fund	12.4%	81
If you are interested in serving on the advisory council please provide a contact email		119
<i>answered question</i>		651



\$6.64 average

Sample Application: Sustainability Projects Fund
McGill University

Campus Green Fund Implementation Guide

Association for the Advancement of Sustainability in Higher Education (AASHE)
In Partnership with: the Campus Green Fund Collaborative

November 2013

Sustainability Projects Fund Application

Project Title:

Budget Requested:

Date Submitted:

Applicant/Project Leader:

Contact Information:

Last Name:

First Name:

Email:

Daytime Phone:

Role (Undergraduate, Post-Graduate, Staff, Academic):

Faculty/Unit:

Project theme(s):

Choose from the following options: community, food, wellness & health, energy, academics, water, materials, land, social justice, finance

Project Group:

Please include the names and contact information of all group members

Please carefully consider the application criteria before you begin. Consult the FAQ for further guidance.

I. Project Overview

Project summary:

Provide a brief background, describing the project, objectives and outcomes.

Project eligibility:

How will the project contribute to building a culture of sustainability on campus?

Timeframe/Milestones:

Indicate the anticipated project timeframe, providing key milestones for deliverables. Please specify projected project start and finish dates.

What performance indicators may be used to gauge the success of the project?

How will the outcomes be shared with the community?

Stakeholders:

Other than the project team, who will be have a stake in your project? Please list the

other individuals, groups or departments affiliated or affected directly or indirectly with your project.

In what capacity will they be involved? How they will be contributing to the project, i.e. immediate funding, future/ongoing funding, technical expertise, in-kind donations, etc. Letters of commitment may be attached.

Who will be otherwise affected by the project? Have they been consulted? Please summarize their reactions. Letters of support may be attached.

II. Project Implementation

Tasks and Responsibilities:

Indicate clearly all activities associated with the proposed project, the person responsible and the length of time each task is expected to take. Use the table below (expanded as required) to summarize this information.

Type of Activity – Task Estimated Time Required Group Member in Charge

III. Financials

Critical Date: Please state if there is a critical date by which funding is required
Please provide details of the budget that is being requested in the tables below (expand as required).

Detailed expenses:

Expense Description Estimated Cost

Detailed revenues:

Revenue Source Amount Requested Confirmed?

Sustainability Projects Fund No

IV. Additional information:

Provide supporting information regarding the qualifications and/or related experience of the project leader and other project members:

Any other pertinent information may be appendicized (e.g., detailed budget, detailed timeline, survey results, examples of similar projects, confirmations of funding, etc.)

Sample Metrics - Green Fund & Project Evaluation McGill University

Sample Metrics - Green Fund & Project Evaluation

Here is a list of sample metrics that projects can pick from. Make sure you also encourage projects to develop their own where new ones would make more sense.

Academics:

- Number of students receiving credit for research
- Number of studies conducted
- Number of students in courses with integrated CGF learning materials
- Number of theses or papers published

All projects:

- Number of hours (or days) worked on SPF project
- Number of Partners
- Number of Innovative Benefits
- Number of people employed
- Number of jobs created
- Number of participants
- Was your project completed by your project deadline (if project already completed)
- Number of departments engaged
- Number of faculties engaged
- Number of projects developed into start-up companies
- Number of awards distributed
- Number of certifications received
- Chance that your project will continue once the initial project leaders or funding is gone

Applications:

- Number of applications received
- Average funding amount per project
- Percentage increase in applications per year (or quarter)

Community:

- Number of events
- Number of event attendees
- Number of volunteers
- Number of partnerships with local communities
- Amount of continued engagement
- Number of people educated

- Number of inquiries about the project
- Number of media interviews
- Number of articles on the project
- Number of projects created

Finances:

- \$\$\$ saved because of your project ● Bang for your buck, or impact versus cost (i.e., for every \$ you spent, 5 kg of food was produced)
- \$\$ redirected toward sustainable suppliers/supplies/sources

Energy:

- Kilowatts of energy reduced
- GHG emission reductions
- Air pollutant reductions
- Number of Vehicles reduced

Finance:

- Number of policies and action plans
- Number of full-time jobs created
- Number of sustainability related jobs created
- Number of student jobs created
- Number of projects developed into start-up companies

Food:

- Kilograms of food produced on campus
- Number of suppliers certified as “local sustainable”
- Number of students who have access to sustainable food each day because of your project (i.e., in residence)
- Number of meals served
- Percentage of on campus food that is sustainable
- Percentage of residence food that is sustainable
- Number of restaurants/cafeterias on campus where sustainable food can be found
- Amount of food that is locally grown or produced

Local Geography:

- Number of projects that link campuses
- Number of participants who visited somewhere they had not been before

Land:

- Number of acres transformed into green space
- Acres at McGill used to produce food
- Acres of wildlife area created or restored
- Number of species protected
- Number of invasive species removed
- Number of building audits conducted

- Number of buildings monitored for energy usage

Materials:

- Hazardous chemicals diverted from landfill
- Pounds of materials recycled
- Percent recycled of materials purchased
- Kilograms diverted from landfills ● Number of SPF learning materials used in course lectures
- Number of water bottles diverted from landfills

Media

- Number of articles written about
- Number of Interviews conducted
- Number of radio or TV talk shows
- Number of promotional videos produced

Social

- Number of people involved in your project now compared to when you started
- Number of friendships formed
- Number of lasting connections made
- Number of participants or attendees
- Number of connections made between different groups (undergraduate and graduate, students and faculty, students and administration, inter-departmental, McGill community and Montreal community etc.)
- Number of social audits conducted

Social Justice:

- Number of participants educated about aboriginal issues
- Number of participants educated about food politics and food justice
- Number of studies concerning social justice and sustainability
- Number of talks about any of the above
- Number of workshops about any of the above
- Number of conferences about any of the above
- Number of participants at these
- Number of posters posted or articles published that raise awareness
- Number of trainings conducted
- Number of guest speakers invited

Water:

- Litres of water conserved
- Water studies conducted
- Litres of gray water re-used
- Litres of rainwater captured
- Water audits conducted at McGill

Wellness and Health:

- Number of wellness workshops

- Number of attendees at wellness workshops
- Number of studies concerning sustainability and wellness
- Number of students informed about sustainability (through classes, rez etc.)
- Number of interactions between people and animals (i.e. butterfly garden)