



Student Fee Review Board Application Checklist

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Budget Form A

Budget Form B (**one-time requests**)

Budget Form C (**non-SFRB funding**)

Please submit an electronic version of this application via email to SFRB@unm.edu and 13 hard copies of this application to the ASUNM Office, Student Union Building suite 1016.

DEADLINE September 9, 2016, 5:00 PM.

***Late applications will not be accepted.**

**Student Fee Review Board
Funding Application for Fiscal Year 2017-2018**

Office of Sustainability

Name of Unit Mary Clark		Sustainability Manager	
Dean/Director MSC07 4200		Title	
Campus Address 277-1142		lobosust@unm.edu	
Campus Phone		E-mail Address	
50,000.00		mary@unm.edu	
\$			
Total Amount Requested		Alternate Email Address	

One-Time Funding Recurring Requesting Increase

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. I understand that the SFRB is a **recommendation** body and that its funding allocations are subject to revision by the Budget Leadership Team before final approval.

Mary Clark

Submitted By (Print Name)	
	09/09/16
Department Head Signature	Date

Please submit an electronic version of this application via email to SFRB@unm.edu and 13 hard copies of this application to the ASUNM Office, Student Union Building suite 1016.

DEADLINE September 9, 2016, 5:00 PM.

***Late applications will not be accepted**

Executive Summary for the *UNM Office of Sustainability (Green Fund)*

Sustainability is generally defined as “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 widespread knowledge about sustainability and the role of sustainability at UNM to the University community.

SFRB funds enable the Student Operated Green Fund. This Fund established in FY 14 positions the University to continue to excel in the realm of sustainability. This is a necessity to remain relevant as an institution in a world with ever-growing constraints on access to resources. Students do care about their education being deeply linked with a shared interest, student and institution, to build a sustainable future.

Thank you to the Student Fee Review Board for considering this application.

Sincerely,

Mary Clark
Manager, UNM Office of Sustainability

Application Questions

1. Describe the history and mission of your unit, and how its services support the mission of the University. Please address each of the following bullet points in your answer.

The Office of Sustainability is seven years old and is responsible for promoting sustainable practices across campus such as the use of alternative transportation, recycling, and energy conservation. The Office of Sustainability communicates sustainability accomplishments to the campus community and beyond, manages Lobo Gardens, runs the UNM Recycling program, assists Sustainability Studies classes and other students with class and community service projects, and advises student groups.

- a. What services does your unit specialize in that are not offered in a similar form elsewhere within the University?

The Office of Sustainability manages recycling on campus and the Lobo Gardens. The Office of Sustainability uses its social media to promote sustainability practices and highlights sustainability accomplishments from all departments at UNM.

- b. How does your unit serve the University's commitment to diversity?

Sustainability as a culture and a practice is entirely indiscriminate and is accessible and available for all students, staff, and faculty.

2. (Briefly describe each program/project in your unit that is funded specifically by student fees. What are the outcomes, so far, of each program/project? What, if any, changes do you plan to make to these programs/projects?)

There are no programs or projects in the Office of Sustainability or the Physical Plant Department (where the Office of Sustainability is located) that are funded by student fees.

3. Does your unit have an SFRB balance forward? If so, please justify this balance forward and describe how you will utilize it.

The Office of Sustainability first made an application to the SFRB in 2014 and was awarded \$50,000. Due to a change in the Regent's budget deliberations, the SFRB timeline was changed and as we had not yet completed our application approvals, it was decided to wait another year to reapply. The Green Fund currently has \$7212.00 available and the notice for applications will go out in the beginning of October. (See Attachment 1 and 2)

4. Describe any increase in SFRB funding you are requesting, and provide justification detailing how raising student fees will improve your unit's impact on the student population. If requesting increases for multiple programs/projects, which program/project is your top priority? If requesting an increase, please state any reserves

in your unit's budget and provide justification for not using said reserves for the requested increase.

We are not requesting an increase in funding; we are requesting another \$50,000 for the Green Fund.

5. What are your unit's current non-SFRB sources of funding (e.g. Instructional & General, state or federal grants, self-generated revenue), and if applicable, what additional funding sources are you seeking this fiscal year?
 - a. What increases or decreases from non-SFRB funding sources do you anticipate compared to your budget last year?
 - b. **Please complete Budget Form C for non-SFRB income.**

The Green Fund does not contain any funding other than student fees.

6. Describe student participation in your unit, and any plans to improve it, addressing each of the following bullet points.
 - a. How are students involved in the governance/decision-making of your unit?

Students make up the majority of the Green Fund Committee and decide which proposals are to be funded. ASUNM, GPSA, Eco Reps, Residence Life, and Sustainability Studies are contacted each year and asked to provide a representative to sit on the Green Fund Committee.

- b. How many students do you employ (including graduate assistants, interns, etc.)?

The Office of Sustainability no longer has funding for a student position due to budget rescissions.

7. Describe specific improvements your unit has made in the last fiscal year to the visibility/accessibility of its services, and any plans to further improve visibility/accessibility.

The Office of Sustainability completed a sustainability strategic plan in January 2016. We conducted focus groups with students, faculty, staff, and community members and developed four strategic goals.

These goals are:

- (1.) Enhance awareness about sustainability and sustainability brand.
- (2.) Connect sustainability efforts and stakeholders.
- (3.) Invest and reinvest into sustainability.
- (4.) Reimage Sustainability at UNM.

We are currently establishing the Sustainability Council to advise and direct activities towards the strategic goals.

8. How does your unit collaborate with other campus units and/or off-campus entities?

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. 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.

9. What methods have been used in evaluating your unit's impact on the student population (e.g. surveys, focus groups, interviews), and how effective have those methods been? Please provide any data collected if it pertains to the application.

The focus groups conducted for the sustainability strategic plan indicated that not all students are aware of sustainable practices and achievements on campus. We have not yet conducted a separate focus group to address the impact of the green fund.

10. If your unit received specific recommendations from last year's SFRB, what are your unit's current plans to address these recommendations?

The Green Fund did not receive any recommendations from last year's SFRB.

11. Provide any other information or a narrative that will assist the SFRB in making its decision to fund your unit.

The UNM Green Fund is an opportunity for students to design projects and proposals, which allow them to be directly involved in sustainability on their campus.

As stated in the Green Fund Charter mission:

The University of New Mexico (UNM) Green Fund is a collection of resources meant 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 opportunities and initiatives that would otherwise go unfunded. At its core the Green Fund is meant to be Grass Roots, facilitated by students, with the oversight and guidance of relevant staff and faculty. As such, the Green Fund will seek partnerships, both large and small, to fund 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.

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 to engage the University community on issues relating to sustainability.

Form B

SFRB One-Time Funding Request Form

Use this form **ONLY** if you are requesting ONE-TIME funding

DEPARTMENT Office of Sustainability
 VICE PRESIDENT Chris Vallejos
 INDEX # 821640

STUDENT FEE REVIEW BOARD
 FISCAL YEAR 2017-2018

Budget for SFRB Funding ONE-TIME Request

	I	J
DESCRIPTION	2016-2017 One-Time Request	2017-2018 One-Time Request
1 green fund (sustainability projects)		50,000
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11		
12		
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15		
16		
17 TOTAL One-Time funding (Line 1 thru Line 6)	\$ 50,000	\$ 50,000

*The narrative response to question #4 must reflect this information

Green Fund Awards To Date

Year	Applicant	Project	Campus Partner	Building	Amount
FY14_15	Penasa	PV system w/battery storage & security lights	PPD	Regener Hall	\$7,000.00
FY14_15	Backes	EnergyMiser installations on 10 vending machines	PPD	multiple buildings	\$1,700.00
FY14_15	Jones	water bottle filling stations	PPD	Dane Smith Hall	\$3,078.15
FY15_16	Penasa	electric vehicle charging stations	PPD, PATS	Yale & Cornell Parking Structures	\$17,000.00
FY15_16	Rowland	zero waste event	Sust. Studies	outdoor event	\$975.00
FY15_16	McChesney, Truckey	energy conservation for collections	PPD	Maxwell Museum	\$12,573.00

Total \$42,326.15

Available Funds	\$7,212.40
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**Application for University of New Mexico
Green Fund 2017 - 2018**

Applications must be received by November 3, 2016 at 5:00 PM MST

Please send completed applications with supporting documents to the UNM Office of Sustainability at lobosust@unm.edu or 277-1250 (FAX). You will be sent a confirmation e-mail verifying that the proposal was received. For more information please contact Mary Clark at lobosust@unm.edu or 277-1142.

Mission

The University of New Mexico (UNM) Green Fund is a collection of resources meant 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 opportunities and initiatives that would otherwise go unfunded.

Description

The Green Fund is supported by student fees and can be used to fund projects or initiatives both educational and infrastructural to enhance the University of New Mexico campus and community. This funding is meant to encourage and foster long term sustainability of the University of New Mexico as both a physical place and as an intellectual community.

The funds cannot go towards:

- Credits or offsets such as carbon credits, green tags, or renewable energy certificates.
- Budget shortfalls.
- Salaries except as direct wages on a project, as appropriate.
- Operational expenditures or reoccurring costs.
- Chartered student organizations that already receive student fees.
- Partial funding of a project.

Evaluation criteria for proposed projects:

- Impact on carbon footprint including use of energy efficiencies or renewable energy.
- Increasing students' awareness of environmental issues.
- Educating and engaging students, staff, and faculty in "green" behaviors.
- Highly visible, conspicuous and noticeable projects.
- Use of matching funds from other organizations.
- Partnership with UNM Department or organization, which can ensure successful completion of proposed project or initiative.
- Specific in scope of work and expected outcomes.

Applicants may be required to provide additional information prior to application being considered for approval. No funds will be distributed for any approved project or initiative except to pay directly for goods or services. All payments will be processed by the UNM Office of Sustainability.

2017-2018 UNM GREEN FUND APPLICATION

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Contact Information of Applicant(s):

Name:

Phone:

E-mail:

Unit/Organization/Department:

To begin, please answer the following questions:

1. Are you a UNM chartered student organization? YES NO (If yes, your organization is not eligible for Green Funds.)
2. Is this project typically funded through the budget of another entity/group/department?
 YES NO (If yes, please provide this information.)
3. Has this proposal been submitted to other funding sources? YES NO
If yes, please attach a list of the other sources of funding that you have applied for and state whether or not funding was received. If funding was denied please state the reason.

Give a brief overview of the proposal. For what are you requesting funding? What would be the approximate cost? Include all supporting documentation with this application, including budget sheet. Applicant may be asked to provide competitive price quotes for single item purchases over \$5000. *If you need advice or guidance about how to make your project viable, please contact the Green Fund Committee at lobosust@unm.edu or 277-1142.*

How would the project be implemented and what is the general timeline (anticipated start and end dates)?

What is the environmental impact of this project? Would it reduce the carbon footprint at UNM? Please be as specific as possible.

How will this project increase student understanding of environmental issues or actions?

Are you planning to collaborate on this project? This can be in the funding, planning or execution the project through student or community organizations, university departments, etc. (Large and complex projects require a UNM staff or faculty member to be involved – please indicate who that person is and their contact information. *(If you need advice or guidance about how to make your project viable or who to collaborate with, please contact the Green Fund Committee at lobosust@unm.edu or 277-1142.)*)

Is there any other relevant information that you would like to add?