

Request Green Grants

GREEN GRANTS

GREEN GRANTS are a portion of the Housing and Dining budget which will be made available to the residents and staff of UC San Diego's Housing and Dining operations for use in furthering and maintaining SUSTAINABILITY projects and efforts; recycling, energy efficiency, water conservation and other resource saving measures. Any applicable expenditure will need to be tied to a sustainability project (new or ongoing) within housing and dining operations.

This fund or portion of the Housing budget will be subject to yearly review and approval.

All expenditures must provide for sustainability efforts within Housing and Dining Services. The following guidelines and rules are provided to help each individual/group when contemplating sustainability projects. No funds will be committed to a project without proper documentation including appropriate signatures.

When considering an idea, either you or we, may seek advice from the university's sustainability team members on the viability of a proposed project.

Please note, this is strictly advisory and the University does not have any authority regarding this process or funds.

Acceptable Projects

The projects must benefit Resident students and/or Housing/Dining facilities and they must promote sustainability.

Examples of types of projects are

- Purchase and installation of recycling totes for resident recycling use
- Purchase and installation of utility saving devices (lighting on-off sensors)

Any projects or proposed purchases that fall outside the norm will be reviewed by the HDH Sustainability Coordinator and sent to OCHDHAC (On Campus Housing*Dining*Hospitality Services Advisory Committee) for approval or denial of funds. OCHDHAC will make the final decision in these situations.

Purchases or projects that come under the "acceptable" section above may be approved directly by the HDH Sustainability Coordinator

Procedures

To request GREEN GRANTS each Individual or Group must:

1. Submit a plan and Sustainability Funds Request Form to the HDH Sustainability Coordinator.
2. Work with the HDH Sustainability Coordinator and/or designee to obtain bids when necessary.
3. For those requests outside the norm, the HDH Sustainability Coordinator will notify the Individual/Group when a presentation of the project is required by OCHDHAC. If no formal presentation is required, the Individual/group will be notified with approval or denial of the proposed project.
4. Payment Options:
 - a. Approved purchases can be made by the individual. Original receipts will be necessary in order to

receive reimbursement.

b. Housing*Dining*Hospitality can provide purchase orders for approved purchases as well.

c. Housing*Dining*Hospitality may function as project manager on large or complex projects.

Deadlines

All projects must be completed by end of each fiscal year (June30th) and all related funding expended by that time. Projects can be submitted anytime and are subject to available funding.

Budgets

The Sustainability Funds budgets are allocated by fiscal year (FY goes from July 1 to June 30) and are not eligible for expenditure in other fiscal years.

Rollover of funds may only occur if the project has submitted an itemized petition for a multi-year purchase plan and this submission is approved by OCHDHAC.

Requirements

Current resident students, and Housing*Dining*Hospitality staff of UCSD may apply for grant funds. Students must be on-campus residents, enrolled and on campus regularly for the expected duration of their proposed project. An official campus organization; group made up of a mix of students, staff and faculty; or class may apply, but the application must be submitted by an individual. That individual will be responsible for reporting on progress for projects that are funded.

Funds are intended for labor, materials, and supplies to achieve the project goals. Preference will be given to grant requests for materials and supplies.

Money will not be granted for travel expenses, food or entertainment.

The HDH Sustainability Manager will help provide ongoing support to grantees in the form of a "support partner." This partner will aid in problem-solving and the grantee is expected to communicate with the support partner about their project at least once monthly. The grantee is also required to make a formal update to OCHDHAC upon completion of their funded project.

Criteria for Selection

Green Grant applications / applicants will be evaluated based on the following:

- Commitment to campus greening and environmental sustainability
- Potential to achieve green results
- Relevant work or volunteer experience
- Cost effective use of funds
- Measurability of benefits

Energy Efficiency applications must also include:

- Evidence that savings will be predictable and persistent
- Projected payback period
- Indication of any negative impacts, operationally or aesthetically, to building occupants (including project maintenance costs)

Applications must be received electronically. All materials must be submitted in digital format, to **kmays@ucsd.edu**. As detailed below, you must include **personal information, a project description, proposed metrics, a detailed budget, a detailed schedule/timeline, and a resume**. You will receive an email confirmation of receipt of your complete application.

Please include:

Personal Information:

1. First and last name
2. College Affiliation
3. Phone number (please specify whether home, work, or mobile)
4. Email address
5. Campus status: Undergraduate/Graduate
6. Expected graduation date
7. Department or Major, if applicable

Project Description: Please include goals, rationale, and expected results.

Project Metrics: Describe how project effectiveness will be measured (i.e. resources saved, students educated, etc.).

Detailed Budget: Detailed list of what will be purchased.

Detailed Timeline: May be included with the budget spreadsheet on a separate worksheet, or be appended to the Project Description document. Include monthly or quarterly targets, as appropriate.

Resume or Curriculum Vitae: Include relevant work, research, and volunteer experience.