



Clean Energy Committee

GRANT GUIDELINES

The Clean Energy Committee is excited to share the opportunity to fund campus sustainability projects at the Evergreen State College. As a member of the Evergreen community, you have a great opportunity to cultivate your ideas into applied solutions with the intent of reducing greenhouse gas emissions and conserving natural resources. All that is required is a little ingenuity, determination, and thoughtful planning.

In 2005, students at Evergreen voted on the Clean Energy Initiative, which led to a self-imposed fee of \$1 per credit for renewable energy purchase, research, education and installation. Since then, the students have been purchasing renewable energy credits to offset 100% of the electricity consumed by the college. The remaining funds are available to support on-campus clean energy and resource conservation projects.

Eligible projects for funding must fall into one of the following categories:

1. Research into renewable energy and conservation technologies that will contribute to advancement of sustainability practices and academics on campus
2. Implementation of projects intended to save energy, produce electricity or conserve resources
3. Demonstration and education projects that share sustainability strategies with the campus community

We seek proposals that encompass:

- Renewable energy or resource conservation
- Alignment with the Clean Energy mission and vision
- Project longevity and availability of support services
- Budget effectiveness
- Likelihood for success
- Visibility to the student body

- Education and outreach

GRANT REQUIREMENTS

1. Applicants must be currently enrolled fee-paying students, registered student organizations, staff and faculty are eligible to apply.
2. Students must have the support of a faculty or staff sponsor.
3. Answer each section on the application as completely as possible, providing supportive documentation when necessary.
4. Grant proposals must have the appropriate departmental sponsorship of areas on campus that may be affected. Applicants of proposals involving installations on campus are encouraged to consult with Facilities prior to submitting their proposal to ensure the proper support. The following examples are common with Clean Energy proposals:
 - Infrastructure projects on all campus land are subject to approval of the [Space and Land Use Group \(SLUG\)](#).
 - The Academic Budget Dean must approve all academic proposals (faculty or students requiring a faculty sponsor).
 - Projects on the farm require the approval of the Organic Farm Manager.
 - Student organizations and governance groups must have approval from their staff advisor.
 - All projects located in housing will require the approval of Assistant Director of Residential Facilities.
 - If there are any safety concerns, the Environmental Health and Safety Officer must be consulted.
5. While project proposals of all types are welcomed, the Clean Energy Committee encourages group projects, especially students collaborating with faculty and/or staff.
6. If your project is funded we require you to provide the committee with status updates and a final report. You will also be required to present your work in a public presentation open to the campus community, such as the Synergy Conference or Science Carnival.

HOW TO APPLY FOR A GRANT

Stage 1 – Developing your project application

As you start developing your project idea, you can meet with the CEC members at any time to ask questions, see previous project applications, or get advice on additional information that you may need to consider. A successful application will outline the following:

- A narrative proposal that includes:
 - A clear and concise summary of the project idea and goal
 - Your project timeline
 - NOTE: check the CEC hearing dates to ensure that the next available hearing works for your project timeline

- A description of how the project will function long-term including impact, usage, maintenance, and close of the project life cycle
- The metrics that will be used to measure success
- A description of how your project aligns with the mission of the CEC
- A budget breakdown of proposed spending – including quotes or specifications
 - Equipment and supply costs, speaker fees, travel costs, and comparative pricing can all be included here
- The faculty, staff, or advisor sponsor for the project, including who will be responsible for the fiscal administration of the project
- Collaborating campus partners or sponsors for the project
- Letters of support for your project– projects with broad support demonstrate a responsible use of student fees
- Depending on the complexity and scale of your project, supplementary descriptions or diagrams of the project work are helpful
 - Campus infrastructure project will require an additional application and approval by the [Space and Land Use Group \(SLUG\)](#).
 - Project purchasing and maintenance that includes a significant use of staff time may require additional review before approval

Stage 2 – Submitting and presenting your project application

Student applicants: meet with the CEC members before you submit your application – a committee member will review your project, answer questions, and advise you on additional information that may be needed for a successful application.

Once you submit your application, you will get scheduled for the next available CEC hearing. Hearings occur twice a quarter. The Chair will schedule a time for your project application on the hearing agenda via email. The hearing will include:

- 5-minute period for you to present your project idea and associated costs
- 10-minute period for CEC to ask questions about the proposal
- Deliberation and allocation of awards happens at the end of the hearing after all the applications have been presented

Stage 3 – Using your project funding award

After the hearing, the CEC will email you an award letter with information about your project funding including any stipulations for funding. Your award letter will be emailed to you, your faculty/staff sponsor, and the appropriate administrative departments within 2 weeks of your hearing. Your funds will not be available until you receive the award letter. Your award letter will include an organizational budget number (ORG#) unique to your award. With this number, your faculty/staff sponsor will be able to assist you in making the purchases necessary to completing your project.

Once your project begins, you will be required to submit Project Activity Reports once a quarter for the duration of the project, including a final report at the conclusion of your project.

ABOUT THE CLEAN ENERGY COMMITTEE

The Clean Energy Committee consists of five students, the Director of Student Activities, the Director of Facilities, and a faculty member who are responsible for the allocation of resources contained in the Clean Energy Fund. The history of the Clean Energy Initiative can be found on website: <http://www.evergreen.edu/cleanenergy>

If you are unsure your project meets the guidelines or if you have any other questions regarding the application, please contact Clean Energy Committee Chair at cleanenergy@evergreen.edu. We are happy to talk with you about your ideas, whether they are appropriate for funding, and the steps you will need to implement your project. We can help you prepare your proposal and arrange for a draft review before your proposal is formally submitted.