



UCCS GREEN ACTION FUND
Grant Funding Guidelines

Revised April, 2024

Funding Guidelines & Procedures

Overview

The UCCS Green Action Fund (GAF) supports campus sustainability through funding projects that reduce the campus ecological footprint or increase sustainable behaviors and practices. Funds accumulated from the student approved Green Action Fee are overseen by the GAF General Committee. The GAF General Committee shall approve funding in accordance with these guidelines.

GAF strives to create a sustainable UCCS campus by supporting efforts that steward the UCCS natural environment, foster an environmentally conscious culture, and build a campus infrastructure that fosters discovery and establishes a sense of place by funding projects that reduce the ecological footprint of UCCS students and their campus and promote sustainable **environmental**, **social**, and **economic** impacts.

All funding decisions shall be made without regard to race, sex, creed, religion, color, national origin, disability, military or veteran status, gender identity, or sexual orientation. All funding decisions shall be made in a viewpoint neutral manner and shall not take into consideration the views or beliefs of the requesting party/parties.

Funding Eligibility and Principles

No individual or group shall be eligible for funding unless they are a current fee-paying student or a member from UCCS faculty, staff, or administration. To be eligible for GAF funding, a student, faculty, staff, or administrator shall submit a formal Green Action Fund application. This application should be complete with an identified project sponsor, project timeline, and a project budget. Any potential applicant may reach out to the Grant Coordinator regarding assistance with any part of the application process.

All funding decisions shall be made regarding the project's ability to meet the three (3) Pillars of Sustainability, as outlined in the Grant Application. These pillars are:

- **Environmental Impact:** Conserving natural resources, reducing footprint and natural resource consumption, reducing pollution (waste, carbon, land, water), prioritizing health and wellbeing of people, animals, and planet.
- **Social Impact:** Better serve students, educate students, improve engagement with campus community and students, increase accessibility, support marginalized groups, health, and wellbeing.
- **Economic/Financial Impact:** Return on investments, improve processes, increase efficiency, conserve resources, save money, minimize need for purchasing new resources, avoid future costs, invest in future/long-term solutions, local economic support, supporting small/ethical business practices.

Funding Process

Barring any changes needed to the application as recommended by the Grant Coordinator, the application will be submitted to the Green Action Fund General Committee. The applicant will then present to the committee during a GAF general committee meeting in which they will have 10 minutes to present followed by a Q & A session. The voting members will then review and vote to approve or deny funding for the project.

If a project is funded, the applicant becomes an official grantee and is informed of such. Once the grant agreement is signed by all parties, a kickoff meeting between the grantee, the project sponsor, and the Grant Coordinator

(and any additional stakeholders) will take place to finalize project coordination and address outstanding questions. Funding will be allocated in the form of a project speedtype which will be provided at or around the time of the kickoff meeting.

Funding Restrictions

- Funding shall not be allocated for clubs' membership fees, national affiliations, or state delegations.
- After-the-fact funding shall not be allocated under any circumstances. An example of after-the-fact funding is when a club has already held an event and is coming to the GAF committee to ask to be reimbursed for the funds spent on that event.
- Funding shall not be allocated for the purchase of alcohol, tobacco, or firearms.
- Funding shall not be allocated for the repayment or purchase of debt.
- Funding shall not be used to make donations to any organization or entity.
- Funding shall not be used to pay state sales tax.
- Funding shall not be used to replace funds lost due to failure to follow vendors' product return or order cancellation policies and procedures.
- Funding may be allocated for prizes, awards, or gift certificates.
- Funding may be allocated for stipends.

Funding shall ONLY be used for the itemized purchases and expenses approved by the Green Action Fund Committee in the original proposal. Any deviations from the original approved budget line items must be approved by the GAF Committee before purchases are made or additional expenses are incurred. Please reach out to the Grant Coordinator to request that a change to the budget is made.

Funding for the Office of Sustainability, the UCCS Farmhouse, or members of the Green Action Fund shall be capped to fifteen percent (15%) of the overall budget during the fall semester. There will be no limit for funding for these entities in the Spring semester. A COMMITTEE member who is a member of the requesting party may participate in the discussion related to the funding request but may not vote on the funding request. This person's vote shall be counted as "recuse" and not count towards quorum.

Category Allocations

The GAF Committee shall allocate funds to the following line items; each line item requires documented quotes:

Travel: Travel shall include airfare, lodging, and ground transportation. Funding per person per proposal shall be limited to \$1,000 for in-state travel and \$2,000 for out-of-state travel. All applicants must attach a minimum of two (2) travel quotes including one (1) airfare quote and one (1) ground transportation quote (if 500 miles or less). At least one of the airfare quotes must come from the University of Colorado approved travel agency, Christopherson Business Travel. For more information please visit <https://www.cu.edu/psc/payables/travel.htm>. Best option for air travel will be determined at the Project Kickoff meeting.

Advertising: All marketing must have the GAF logo, which will be provided. Signage cost is included in project application; other advertising/marketing will be considered on a case-by-case basis.

Speakers: Any speaker paid by the Green Action Fund must be for the benefit of all UCCS students. All speakers must include an all-inclusive (airfare, lodging, accommodations, and speaker fee) quote.

Research: A maximum funding cap of \$10,000 is set for each research project. If the research team is seeking additional funding to make the project possible, no GAF funds may be spent until the entire amount needed to complete the project is available to the team from the additional sources. The team must demonstrate that it has the resources needed to complete the entire project before GAF funds are made available. GAF can grant a conditional approval until other funds are secured.

Conference Registration Fees: These activities include support for students of UCCS attending lectures, conferences, symposia, or similar activities. Proposers must report back to the Green Action Fund Committee after attending the conference. The GAF Committee encourages forethought into attending conferences, leading to lower registration and flight costs (i.e. Early Bird Registration). Awarded students are required to propose a deliverable associated with participation in a conference, workshop, course, or training. Fulfillment of the proposed project deliverable is required within a timeframe agreed upon by applicant and the Green Action Fund Committee before funds are disbursed.

Equipment that will be owned and operated by a UCCS unit, office or department: It is recommended that equipment will be incorporated into an existing university department, operational unit, auxiliary unit, or office be cost-shared by the requesting entity for between 1/3 and 1/2 of costs (i.e. in-kind contributions). GAF will consider funding the remaining 1/2 to 2/3 of costs if there is a viable maintenance, protection, and storage plan for the equipment. The requesting entity must show a plan for and commitment to including these upkeep costs and any future upgrades or replacement of the equipment in their own operational budget. The requesting entity must demonstrate long term sustainability of the asset outside of GAF funding.

Communication Guidelines and Reporting

- All Grantees must fill out progress reports at the end of each semester during which the project is active. These reports will be sent out by the GAF grant coordinator but can also be located on the Green Action Fund Website.
- If a change to the project's timeline or budget is required, a request to change project form MUST be filled out before the changes take place. The Green Action Fund Committee will vote and approve such changes before the project can move forward. This form can be found on the GAF website or via the Grant Coordinator.
- All Grantees must fill out a final project report within thirty (30) days of the project's completion date according to the project timeline.
- Grantees will receive a total of three (3) reminders to fill out the appropriate reporting form before they are considered delinquent. Delinquent projects are subject to consequences determined by the GAF Committee.
- Failure to complete a progress or final report within the project's given active timeline will result in consequences such as revocation of funding or an application probation period to be determined by the GAF committee.

Long Term Maintenance and Upkeep of GAF-funded Equipment

Proposal teams shall provide a plan for upkeep, maintenance, and safe, secure storage of any GAF-funded equipment, vehicles, and supplies needed to ensure the success of a project or program, as well as to protect UCCS assets associated or obtained through a GAF-funded project. This maintenance plan shall cover a period commencing with the start date of the GAF project and extend on a yearly basis from the end date of the project. Itemized costs of maintenance, storage, and labor costs associated with upkeep of the equipment shall be provided, as well as a plan for who will cover these costs over the life of the equipment.

Repurposing GAF-funded Equipment or Programs

Any Program created with GAF funding, as well as equipment and supplies purchased with GAF funds, must be operated and used according to the original intent of the GAF proposal and application for funding. The accepted Grant Application, formal Award Letter and Project Memorandums of Understanding and Agreement shall serve as the documents defining the original intent of GAF-funded projects. Any deviations from the original intent and project plans must be approved by the Green Action Fund Committee before changes are implemented.

Concerning the disposal of GAF-funded Equipment or repurposing of materials:

Any Program or Project created with GAF funding shall meet all the terms of the GAF funding guidelines. In accordance with the project maintenance and upkeep plan, and the terms set forth within the Grant Application, formal Award Letter and Project Memorandums of Understanding Agreement. Disposal, sale, or repurposing of equipment funded through the GAF is not permitted without the written consent of GAF as authorized by the funding committee. Within this authorization the GAF committee shall specify the method of disposal, sale, or repurposing of equipment following CU System policies and guidelines. GAF shall retain any proceeds from the sale of equipment funded by GAF unless otherwise specified by the GAF committee. The staff of the GAF shall maintain a record of equipment funded by GAF and may require a report on the status of equipment. In addition to the terms of this policy all funded equipment exceeding \$5,000 shall be governed by system policy and be regularly inventoried and audited. Failure to meet this policy may result in the denial of future funding requests. This policy shall not be retroactive in scope; but shall apply to all programs, or projects funded after 2/7/2019.

Definitions

After-the-fact: Any period of time after an event has occurred

Club: A student group registered with the Student Life and Leadership Office; this includes registered and recognized clubs

Fiscal year: July 1st through June 30th as determined by the state controller's office

Grantee: Person(s) who has been awarded grant funding by GAF

Organization: A student group operating independently of the club process; this includes but is not limited to, the Scribe, UCCS Radio, RiverRun

Reimbursement: Compensation paid for money already spent