



**UCCS GREEN ACTION FUND
FUNDING GUIDELINES
& PROCEDURES**

Revised October 2025

Purpose

This document serves to provide transparency and consistency in Green Action Fund grant funding decisions. Applicants are strongly encouraged to review all sections prior to submitting a proposal.

Overview

The UCCS Green Action Fund (GAF) seeks to create a sustainable UCCS campus by stewarding the natural environment, fostering an environmentally conscious culture, and building a campus infrastructure that promotes discovery and establishes a sense of place. The Green Action Fund provides grant funding to student, staff, and faculty projects that reduce the ecological footprint of UCCS through sustainable environmental, social, and economic values.

The Green Action Fund receives its funding from the Green Action Fee – a fee assessed to all active, fee-paying students during the Fall, Spring, and Summer semesters. The GAF General Committee serves as the administrators of the Green Action Fee and shall approve the distribution of funds in accordance with the funding guidelines and procedures detailed herein. Adherence to these funding guidelines and procedures shall not be suspended unless good cause is determined and approved by the General Committee through the voting procedures outlined in the Green Action Fund Committee Bylaws.

Funding Eligibility

No individual or group shall be eligible for GAF funding unless they are a current fee-paying student or employee from UCCS faculty, staff, or administration. To be eligible for GAF funding, a student, staff, faculty, or administrator shall:

1. Seek all formal approvals and permissions related to the project from identified stakeholders. The Grant Coordinator can help proposers to identify appropriate stakeholders and facilitate obtaining permissions.
2. Each project must have a sponsoring UCCS staff or faculty member to help the project team with stakeholder contacts, permissions, purchasing, and other details

of working with university departments, offices, and operational units. The appropriate department chair, vice chancellor, or director must have knowledge of any project that will result in a new program, pilot project, operational change, or new equipment that will be housed in areas under their responsibility. The Grant Coordinator will advise project teams on the approvals needed.

3. Project stakeholders must complete a Green Action Fund Grant Application to be considered for a grant award. Applications are accepted during two grant cycles each academic year: the Fall Grant Cycle (September–December) and the Spring Grant Cycle (January–April). Within each cycle, applications may be submitted at any time on a rolling basis. Proposals received are reviewed and considered for funding throughout the cycle until it closes.
4. The General Committee reserves the right to request additional documentation or materials from project applicants prior to grant award consideration.
5. Approved project funding will remain available across grant cycles until the project's designated end date. If a project has been approved but remains inactive for one year, any unused funds will be returned to the Green Action Fund general account.
 - a. Projects are considered inactive if no measurable progress (spending, reporting, or demonstrated activity) has occurred within twelve (12) consecutive months.

Funding Principles

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.

All funding decisions shall be made in regard to the project's ability to meet the Three Pillars of Sustainability (Environmental, Social, and Economic) and benefit to the campus community, as outlined in the Grant Application.

Funding Restrictions

1. Funding shall not be allocated for club or organizational membership fees, national affiliations, or state delegations.
2. After-the-fact/reimbursement requests must be included in the project proposal and include verifiable proof of purchase (e.g., receipts, invoices) and a clear justification of how the expenses directly advance the project's goals. Approval of

reimbursement is not guaranteed and is subject to the General Committee's discretion.

3. Funding shall not be allocated for the purchase of alcohol, tobacco, or firearms.
4. Funding shall not be allocated for the repayment or purchase of debt.
5. Funding shall not be allocated for donations to any organization or entity.
6. Funding shall not be allocated for payment of state sales tax.
7. Funding shall not be allocated to replace funds lost due to failure to adhere to product return or order cancellation policies and procedures.
8. Funding shall not be allocated for any purchases or expenses beyond those approved by the Green Action Fund General Committee.
9. General Committee members may submit project proposals for grant funding consideration. If a General Committee member is the applicant, they may participate in the discussion of their proposal but are not permitted to vote on it. In such cases, their vote will be recorded as 'recused.' A recused vote does not count toward the quorum required for project approval.

Category Allocations

1. Travel

- a. Travel includes airfare, lodging, and ground transportation. Applicants requesting travel funds as part of their Grant Application must provide at least two (2) quotes for each category (airfare, lodging, and ground transportation). Unless otherwise approved, all travel must be booked through the UCCS Concur Travel platform in partnership with the University of Colorado's designated travel agency. The GAF Grant Coordinator is responsible for arranging travel unless express permission is granted for another method or by another individual.
- b. Any project proposal that includes international travel for students must also include a UCCS staff or faculty member as a traveling participant. The staff or faculty member will serve as the responsible party for ensuring compliance with all university processes and procedures related to international travel, including but not limited to: risk management, approvals, insurance, and documentation requirements as dictated by UCCS international travel policies.
- c. Funding for Travel and Conference and Professional Development Activities shall be capped at a combined fifteen percent (15%) of the overall funding budget for each grant cycle. Once the 15% funding appropriation for Travel

and Conference/Professional Development activities has been exhausted, no further Travel or Conference/Professional Development activities will be funded for the remainder of the grant cycle.

2. Advertising

- a. All project marketing (internal and external) must include the Green Action Fund logo. Advertising includes, but is not limited to: flyers, posters, digital or print advertisements, websites, social media posts, newsletters, publications, and promotional materials.

3. Honorarium

- a. Any speaker compensated with Green Action Fund grant funds shall present in a public forum open to all UCCS students, faculty, staff, and administrators. Where applicable, all-inclusive travel quotes shall be submitted as part of the Grant Application.

4. Conference and Professional Development Activities

- a. Conference activities include support for eligible applicants to attend lectures, conferences, symposia, or similar activities. Awarded applicants are required to propose a deliverable associated with participation in a lecture, conference, workshop, training, or other relevant activities.
- b. Funding for Travel and Conference and Professional Development Activities shall be capped at a combined fifteen percent (15%) of the overall funding budget for each grant cycle. Once the 15% funding appropriation for Travel and Conference/Professional Development activities has been exhausted, no further Travel or Conference/Professional Development activities will be funded for the remainder of the grant cycle.

5. Equipment

- a. Equipment refers to tangible, durable items with a useful life of one year or more and a purchase cost exceeding one thousand dollars (\$1,000).
- b. Equipment purchased with Green Action Fund (GAF) grant funds must be essential to the project and incorporated into an existing university department, operational unit, auxiliary unit, or office upon project completion.
- c. GAF will consider funding for equipment only when viable maintenance, protection, and storage plans are submitted as part of the Grant Application. Applicants must include a signed agreement between the project stakeholders and the department/unit/office assuming responsibility for the equipment, including terms for maintenance, future upgrades, or replacement costs. Exceptions to these requirements require prior written approval.

- d. The department/unit assuming the equipment shall bear all physical, fiscal, and operational responsibility following purchase. GAF assumes no responsibility beyond the initial purchase, except as explicitly outlined in the Memorandum of Understanding between project stakeholders and GAF.
- e. Equipment purchased with GAF funding is strictly prohibited for personal use.
- f. All equipment purchased using GAF funds automatically becomes property of UCCS. Disposal, transfer, or repurposing of equipment must comply with UCCS policies and receive approval from the department/unit assuming responsibility. All purchases must also comply with applicable UCCS procurement, inventory, and property management policies.
- g. All funded equipment exceeding \$5,000 shall be governed by system policy and be regularly inventoried and audited.

Allocation Considerations

The following shall be considered by the GAF General Committee when making decisions about fund allocations and grant awards:

- 1. Long-term benefit to the campus community.
- 2. The ability of funds to help reach requirements outlined in the UCCS Climate Action Plan and UCCS Sustainability Strategic Plan.
- 3. The educational, civic, and cultural value to the campus and greater community; the extent to which the proposed project is likely to foster growth and excellence among students.
- 4. Student involvement and benefit.
- 5. Funds available for allocation.
- 6. Compliance with the Funding Guidelines and Procedures.
- 7. The ability of the project to promote and/or increase sustainability on campus.

Grant Funding Process

1. Pre-Application Recommendations

- a. Prior to submitting a Grant Application, project stakeholders are encouraged to contact the General Committee Chair or Grant Coordinator to discuss the proposal, its relevancy to the Green Action Fund mission, and funding guidelines.

2. Application Submission

- a. All Grant Applications must be submitted through the Green Action Fund website. Applications must be completed in full to be considered for funding. If necessary, the Grant Coordinator will suggest adjustments or revisions to help fortify the proposal. Once the application is approved by the Grant Coordinator, it will be submitted to the General Committee, and project stakeholders will receive a date and time to present their proposal for funding consideration.

3. Presentation to General Committee

- a. Grant applicants will receive 10 minutes to present to the General Committee, followed by a 5-minute Q&A session. Upon completion of all presentations, General Committee voting members will discuss and vote to approve or deny funding for each project.

4. Voting

- a. Proposals must receive a majority of 'yes' votes from present and proxied voting members to receive a grant award. Two-thirds of the active General Committee voting membership must be present and/or proxied for proposal voting to occur. Project stakeholders and presenters may not be present during the voting process and will be notified of the General Committee's funding decision by the Grant Coordinator in the days following the presentation(s).

5. Approval and Awarding of Grant Monies

- a. Projects receiving General Committee approval will be notified by the Grant Coordinator. Project stakeholders will then meet with the Grant Coordinator to review and sign the grant agreement. The grant agreement outlines the terms and conditions projects must adhere to when accepting grant award monies. Failure to meet the expectations of the grant agreement can result in a grant funding hold, revocation of grant funding, and possible denial of future Green Action Fund grant applications.
- b. Upon acceptance and signing of the grant agreement by all parties, a Project Speedtype (account number) will be generated by the UCCS Controller's Office. All expenditures must be allocated to this unique Project Speedtype. Some expenditures may require additional processes and procedures per UCCS fiscal and/or procurement guidelines. These will be addressed by the Grant Coordinator prior to finalizing the agreement.

6. Reporting Requirements

- a. Grantees must submit a progress report at the end of each semester during which the project is active, and a final report within thirty (30) days of the project's completion date according to the approved project timeline. Failure

to meet reporting requirements is considered a breach of the grant agreement and will be subject to consequences including but not limited to: withholding of grant funding, revocation of grants awards, and/or denial of future grant applications.

7. Project Changes

- a. Any amendments to the project activities that differ from those originally proposed, approved, and defined in the grant agreement must be formally submitted for review and approval by the General Committee. To ensure that all project activities remain aligned with the original goals, scope, and budget outlined in the grant agreement, stakeholders must complete and submit a Project Change Request Form. No changes may be implemented until General Committee approval has been granted and an addendum to the grant agreement is signed.

8. Project Completion

- a. Project stakeholders must submit a final report within thirty (30) days of the project's completion date according to the approved project timeline. The final report is expected to be a comprehensive summary that illustrates the project's key activities, outcomes, impact, challenges, and how grant funding was used.

Definitions

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

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

After-the-Fact/Reimbursement: any expenses incurred prior to formal approval of the grant; require verifiable proof of purchase and justification

Inactive Project: A project with no measurable progress (spending, reporting, or activity) within twelve (12) consecutive months.

Equipment: Tangible, durable items with a useful life of one year or more and a purchase cost exceeding \$1,000.

Honorarium: A one-time payment made to an individual (such as a guest speaker or presenter) for services rendered, not tied to salary or employment.