

# 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, as outlined in the Bylaws. Funds accumulated from the student approved Green Action Fee are overseen by the GAF committee. The GAF committee shall approve funding in accordance with these guidelines, which shall not be suspended unless there is good cause as determined by the GAF committee.

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 values.

## **Funding Eligibility**

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:

- Contact the Green Action Fund Project Coordinator ([greenfun@uccs.edu](mailto:greenfun@uccs.edu)) before submitting an application for funding.
- Seek all formal approvals and permissions related to the project from identified project stakeholders. (The GAF Project Coordinator will work with proposers to identify appropriate stakeholders and facilitate obtaining permissions.)
- Once the project idea is vetted by the GAF Project Coordinator, complete a Small or Large Grant Application, including a proposal, budget, marketing plan, and timeline.

## **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 five (5) pillars of the Green Action Fund, as outlined in the Grant Application. *These pillars are:* Reduction of ecological footprint, Increased student involvement, Education and outreach, Long term feasibility, Scope of Impact

## **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 may be allocated for prizes, awards, or gift certificates.
- 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 reimburse individuals for purchases or expenses related to the project.
- Funding shall not be used to replace funds lost due to failure to follow vendors' product return or order cancellation policies and procedures.
- Funding shall be used ONLY 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 Project Coordinator and/or the GAF Committee before purchases are made or expenses are incurred.
- Funding may be allocated for stipends on a case-by-case basis.

### **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.

**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.

### **Allocation Considerations**

The following shall be considered by the Green Action Fund committee when making decisions about fund allocations.

- The long-term benefit to the campus community
- The ability of Green Action Fund money to help reach requirements outlined in the UCCS Climate Action Plan and the UCCS Sustainability Strategic Plan
- The educational, civic, and cultural value to the campus and the greater community; the extent to which the proposed project is likely to foster growth and excellence among students
- The number of expected involved students, and the degree to which they are involved
- The location of the project (preference will be given to projects that have a visible presence on campus)
- The amount of money available to Green Action Fund Committee to allocate
- Compliance with the Funding Guidelines and Procedures for the current fiscal year
- The ability of the project to both increase sustainability of the campus and incorporate students

### **Funding Process**

The first step in applying for funding is to contact the GAF Project Coordinator at [greenfun@uccs.edu](mailto:greenfun@uccs.edu) to discuss the project idea, feasibility at UCCS, and other stakeholders necessary for implementation. The PC can help strengthen the application across the GAF Funding Pillars and <sup>answer</sup> any questions about the application process.

Each project must have a sponsoring UCCS faculty or staff 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 GAF Project Coordinator will advise project teams on the approvals needed.

Grant requests must complete a “small” (<\$15,000) or “large” (>\$15,000) Green Action Fund Grant Application. Applications shall include the Grant Application Form, an itemized budget with quotes, a timeline, a draft marketing plan, and any additional information.

Applications for requests under \$15,000 (“small”) will be accepted on a rolling basis; however, proposals received within 6 weeks of the last day of classes may be deferred until the following semester.

Applications for projects \$15,000 and above (“large”) must be requested before or on the semester proposal deadline. This deadline is to be determined by the committee as soon as possible. The Green Action Fund Committee has three weeks to evaluate large proposals.

Funding shall consist of two allocation periods: fall semester allocation and spring semester allocation, as determined by UCCS. Funds roll over to the following allocation period. If there is a project that has been approved but has remained inactive for one year, the funds will be reallocated to the Green Action Fund.

Funding for Travel/Conference Registration Fees shall be capped overall to fifteen percent (15%) for the fall semester allocation and fifteen percent (15%) for the spring semester allocation of the overall funding budget. Once the funds in the Travel/Conference Registration Fees appropriations are gone, the Green Action Fund shall not fund any more proposals for Travel/Conference Registration Fees.

The Committee reserves the right to request additional documentation (including but not limited to competitive quotes) from the proposer prior to considering a request.

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.

Within thirty (30) days of project completion, the Green Action Fund committee requires a report (minimum one page) documenting the process and experience (successes and challenges) of the project.

### **Research Seed Grant Funding Criteria**

The following Criteria must be met to be considered for a Research Seed Grant from the Green Action Fund:

- All research must be conducted through a UCCS department or operational unit, and sponsored by a UCCS faculty or staff member.

A one to two-page research proposal must be submitted with the Research Seed Grant Application. The proposal must include:

- The hypothesis being tested – What is your research question?
- The data to be collected or used in the project and how it will be collected
- Methodology of Testing Hypothesis
- Timeline
- Budget
- Conclusion – What do you expect to find?
- The project must meet the 5 pillars of GAF as outlined in the Seed Grant Application Form.
- A maximum funding cap of \$5,000 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. GAF cannot front money for part of a project. 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.
- ALL provisions of Green Action Fund Funding Guidelines and Procedures shall apply to Research Seed Grant Applications.

### **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.

### **Pilot Projects and Studies**

GAF-funded Pilot Projects and Pilot Studies shall provide a mechanism, plan and timeline for defining and evaluating the success of a pilot. All stakeholders involved in the evaluation and decision about whether or not to continue the project as a program or otherwise continuing campus feature will be identified before funds are released for the Pilot Project or Study. Progress reports and/or visits may be requested by GAF at any time during the Pilot Project, and a final report is expected upon the completion of the Pilot Project to measure success and future of the program. The Green Action Fund Staff Sponsor and/or Project Coordinator shall be included on the evaluation team and in the decision-making process for continuation of the program.

### **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

**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

A signature form signed by the faculty or staff sponsor, indicating the approval of appropriate administration officials within the department reporting structure is required along with the funding application.