

# Sustainability Minigrants

Xavier's Sustainability Committee wants your innovative, creative projects for increasing sustainability on Xavier's campus. One-time minigrants will be offered this fall! All funded activities must align with Xavier's Campus Action Plan submitted in October 2010. Please consult the website for more details from the plan <http://www.xavier.edu/green/Campus-Action-Plan.cfm> .



**Deadline:** Friday, November 2 by 5pm

All applications should be emailed to Ann Dougherty ([doughertya@xavier.edu](mailto:doughertya@xavier.edu)).

**Award amount:** \$500- \$5,000

**Areas of interest:**

- Operational
  - Resource/energy saving efficiency projects
  - Cost-saving projects
- Engagement efforts
  - Community partnerships
  - Student programs
  - Environmental activism or education
- Academic initiatives
  - curriculum development and support materials for courses

**Eligibility:**

- University sponsored student groups or individual students (all students or students groups must have a staff or faculty advisor)
- Principal Faculty, Clinical Faculty, and Instructors
- Administrative Staff
- Collaboration between multiple departments or groups on campus is encouraged.

**Allowable expenses:**

- Equipment, materials, and supplies
- Costs associated with events
- External experts/speakers
- If faculty stipends or student pay are requested, a strong justification must be included.

**Unallowable expenses:**

- Requested funds cannot replace operational dollars for a current project.

**Take a Problem-Solving Focus!** Projects should solve or address an identifiable problem at Xavier– start with the problem and figure out how to solve it. Grants can be pilots that begin small and could be expanded to campus wide or beyond. All projects should consider using the sustainability framework – environment, social, and economic. (See page 3.) Projects should apply the principles, looking for solutions that meet all the conditions. All projects must show how the impact of the project will be measured and results shared.

#### **Review and Award Process:**

- Applications will be submitted to Ann Dougherty, Coordinator for Sustainability by email at [doughertya@xavier.edu](mailto:doughertya@xavier.edu). The cover page with signatures can be scanned and original sent by campus mail. Office mail: Sustainability, 104 Alter.
- The proposals will be reviewed by a Minigrant Subcommittee of the Xavier Sustainability Committee.
- Decisions on funded proposals will be announced by December 7<sup>th</sup>. All projects are for a maximum of one year (1/1/13-12/31/13). Projects cannot start before January 1<sup>st</sup>.
- The number of minigrants awarded will depend on the number of proposals received and requested amounts.
- Grant reports will be required for all projects, due within 90 days after the grant period ends.
- Grant recipients will be invited to a Pitch Night in February 2013 to share their proposal with the larger community, and to potentially increase their award amount.

#### **Application Format**

The following documents must be included in the minigrant application (see format example provided):

1) Application Cover Sheet with the below information:

- Title of the Project
- Include: “Proposal for Sustainability”
- Name of Applicant
- Position
- Amount Requested
- Brief abstract of the proposed project (200 words or less) that clearly and concisely address the goal of the project.
- Appropriate signatures as outlined below

Note: All grant applications must have signature approvals:

- Faculty – Department Chair and Dean
- Staff- Direct Report Supervisor and Vice President
- Student Groups – Advisor and Dean of Students (Officers of student groups must be listed with class year)
- Individual students- must have a faculty /staff member sign as an advisor for the project.

**\*All minigrant recipients will work in collaboration with the Coordinator for Sustainability.**



2) Narrative:

The narrative should be no more than 3 double-spaced pages (12pt font) and include the following:

- a. What is the “need” for this grant and how was this identified?
- b. Detailed description of your project.
- c. How does the proposed project relate to one or more of the Xavier Campus Action Plan goals?
- d. If funded, describe the impact of your project, who will be impacted (students, faculty, staff, University, community)?
- e. Describe how you will measure the impact. What qualitative and quantitative measure will you use to assess the impact and effectiveness?

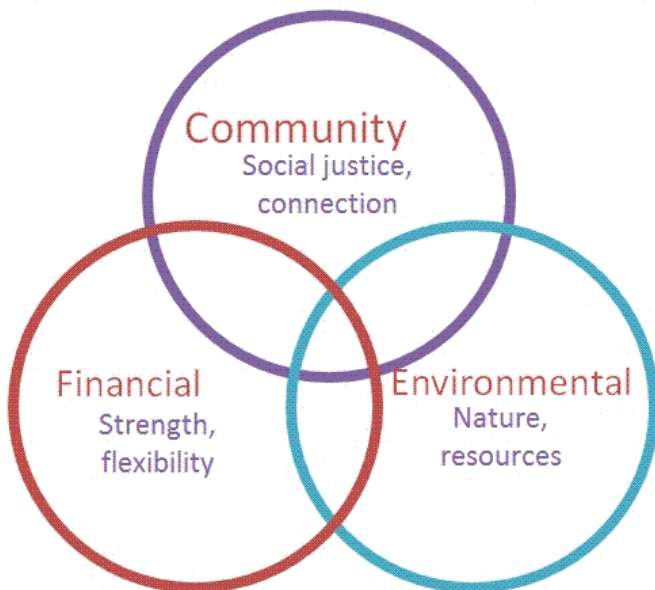
4) Budget (Budget should be no more than three pages for spreadsheet and explanation of amounts)

- Total amount requested.
- Provide itemized detail for each expense (total should match amount requested).
- Provide a detailed narrative that justifies the need for each itemized expense.
- No project can have more than 25% of the budget allocated toward food and incentives without a detailed rationalization for the expenses.
- Include a detailed list of supplies and equipment necessary for the project.
- If a project’s total budget is more than your request, please list other sources of funding that have been secured for the project with documentation.
- If faculty stipends or student pay are requested, provide a strong justification for this expense.

All applications must be emailed to Ann Dougherty ([doughertya@xavier.edu](mailto:doughertya@xavier.edu)) by 5pm on Friday, November 2, 2012.

**Sustainability is:**

A framework for making decisions that incorporates:



**Why?** To meet the needs of the present without compromising the ability of future generations to meet their own needs

**The Challenge?** Integration

Application Cover Sheet Format

Proposal for Xavier University Sustainability Fund

Project Title

Applicant (name, position, department, and contact information)

Amount of Request

Project Description Abstract (200 words or less)

Required signatures as outlined in the application guidelines.

\_\_\_\_\_  
Project Director Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature

