



# Green Energy Fee Program

## GEF Grant Program - Proposal Guidelines

### MISSION STATEMENT

The Green Energy Fee (GEF) Program exists to promote experiential learning opportunities and sustainable practices at Western Washington University. This is done through purchase of Renewable Energy Certificates to offset 100% of the electrical consumption of the university as well as the funding of innovative student-driven projects. Projects funded through the Green Energy Fee Program are evaluated based on their ability to:

- Increase Student Involvement and Education
- Reduce the University's Environmental Impact
- Create an Aware & Engaged Campus Community

### PROGRAM DESCRIPTION

The Green Energy Fee Program was Implemented In 2010 as a result of a student-led initiative to ensure Western's commitment to campus sustainability and green energy and to expand student Involvement In reducing Western's environmental Impact. Programmatic funding is provided through a mandatory student fee established by the Associated Students that Is charged on a per-credit basis.

#### Grant & Loan Program

The GEF Program funds project proposals that fit within the mission and priorities of the GEF Program. An overarching strategy for project selection is determined by the GEF Committee, which is comprised of students, staff and faculty members. The processes, guidelines and preferences for the funding of proposals are outlined below.

### PROPOSAL PROCESS

#### Conceptual Stage: Creation and Development

1. Interested applicants must first attend one of the GEF Project Idea Labs.
  - During this lab, attendees will meet the staff that comprise the GEF Team, connect with others interested In the program, and begin generating Ideas for proposals. A high-level overview of the application packet and process will be provided. Attendees will learn how to complete the Conceptual Stage Project Application.
  - Applicants must ~~one of~~ attend one of the GEF Labs in order to
    - o Submit a Conceptual Stage Proj Application
    - o Attend the one-on-one strategy meeting that takes place in the process.

o Have access to the Conceptual Stage Project Application. Access will be given following the meeting.

• *If applicants are not able to attend a GEF Project Idea Lab, they must schedule a meeting with designated members of the GEF Team to go over what was covered in workshop.*

• The GEF Grant Program Coordinator serves as the primary point of contact for proposal submitters, and assists and advises applicants in the creation of proposals.

2. After the applicants attend a GEF Project Idea Lab or a one-on-one meeting with designated members of the GEF Team, they must complete a draft of the Conceptual Stage Project Application, and submit it to the GEF Grant Program Logistics Coordinator.

3. Submitted drafts of the Conceptual Stage Project Application are reviewed by the GEF Grant Program Coordinator, the GEF Grant Program Logistics Coordinator and the Campus Sustainability Manager. Feedback for applicants is prepped before the one-on-one strategy meeting.

4. The applicants attend a one-on-one strategy meeting with the GEF Grant Program Coordinator and the GEF Grant Program Logistics Coordinator to review draft.

• Proposals are expected to undergo a feasibility review as part of the proposal submission process in consultation with the GEF Grant Program Coordinator. The GEF Grant Program Coordinator may advise the applicants to make adjustments to the project proposal with the goal of increasing the likelihood that the proposal will be selected for funding.

• *Applicants must attend this meeting in order to submit a Conceptual Stage Project Application.*

5. Utilizing the feedback provided during the one-on-one strategy meeting, applicants complete and submit their Conceptual Stage Project Application.

• Applicants must have their faculty or staff advisor and team in place. Each team can be no larger than the maximum number of team members as predetermined by the GEF Committee. The Partnership Statement must be completed and signed by all members of the team at the time the Conceptual Stage Project Application is submitted.

• *All applicants must complete the Conceptual Stage Project Application.*

6. The GEF Grant Program Coordinator is responsible for ensuring that the application is complete. If all requirements are not met, the applicant team is contacted to either deny their submission, or if there is still time before the deadline, to provide guidance as to what is still needed.

7. Once all completed Conceptual Stage Project Applications are identified, the GEF Grant Program Coordinator gathers and incorporates initial technical feedback from applicable department heads.

8. Once technical feedback is incorporated into the completed applications, the GEF Grant Program Coordinator must sign off on the applications, indicating they are complete.

### **Conceptual Stage: Review Process**

1. The GEF Grant Program Coordinator collects all completed proposals and submits them to the GEF Committee and Campus Sustainability Manager.

2. The members of the GEF Committee, the GEF Grant Program Coordinator and the Campus Sustainability Manager review applications individually, develop feedback for group discussion, and identify possible questions to ask the project team during the interview that takes place later in the process.
3. The GEF Committee, the GEF Grant Program Coordinator and the Campus Sustainability Manager meet as a group for an initial discussion about the project proposals and to determine the questions they will ask the applicant teams. These questions will be provided to the teams.
4. All applicant teams are expected to participate in an interview with the GEF Committee detailing their proposal. After the conclusion of each interview, each voting member of the GEF Committee will individually rate the proposal based on a predetermined scoring matrix, and submit it to the GEF Committee Chair. Individual feedback will remain anonymous.
  - The presenter, team and faculty advisor must all be present. If this is not possible, the team must notify the GEF Grant Program Coordinator as soon as possible in order to make other arrangements.
  - During this interview, teams must address the questions posed to them by the GEF Committee.
5. The GEF Committee, the Campus Sustainability Manager and the GEF Grant Program Coordinator meet to decide which project(s) is selected to continue on to the Design & Estimation Stage. Individual feedback provided after each interview is compiled and presented anonymously to the group to instigate discussion. Voting members of the GEF Committee will rank the projects as a group using the predetermined scoring matrix. All selected projects are expected to be funded, although the scope and budget of the project is not determined until later in the technical development process.
  - The GEF Grant Program Coordinator will work with a predetermined, maximum number of teams. The number of projects selected for funding must not exceed this predetermined amount unless it is prearranged between the GEF Grant Program Coordinator, the Campus Sustainability Manager and the GEF Committee.
  - The GEF Committee reviews the proposals based upon the overall program priorities and any feedback received during the review process.
  - The GEF Committee may solicit expert or guest feedback to provide information and expertise as needed.
  - The GEF Committee may modify any element of a proposal, attach conditions, combine proposals, or make other modifications.
  - At the committee's discretion, they may consider additional preferences, requirements, or criteria when considering and reviewing proposals. These criteria must be consistent with the mission and priorities of the GEF Program as well as abide by the GEF Program Rules of Operation and the GEF Committee Charge & Charter.
6. The GEF Committee Chair notifies applicant teams with the GEF Committee decisions.

### **Preliminary Design & Estimation Stage: Creation and Development**

1. The GEF Grant Program Coordinator sets up individual contracts with all project team members of the selected project(s) to assist with completing the preliminary design and estimate for the project.
  - Student project team members can earn credits or a quarterly stipend for their work.
  - Staff and faculty team members that are not the project's staff or faculty advisor on record can earn a quarterly stipend for their work.
2. Contracted project team members work under the direction of the GEF Grant Program Coordinator and in collaboration with the departmental contact(s) that is assigned to the project.
  - Contracted project team members assist with designing and estimating both the technological and educational components of the project.
  - Regular meetings with GEF Grant Program Coordinator are required.
  - The rate at which the design gets completed is dependent upon the project team. Each team will move at different paces depending on the size and complexity of the project and the team members' commitment to completing design.
3. Once the preliminary design and estimate is complete, the GEF Grant Program Coordinator reviews it to ensure it is ready for submission to and review by the GEF Committee, the Campus Sustainability Manager and the project team.

### **Preliminary Design & Estimation Stage: Review Process**

1. The GEF Grant Program Coordinator submits the preliminary design and estimate for the project to the GEF Committee, the Campus Sustainability Manager and the project team.
2. The members of the GEF Committee, the GEF Grant Program Coordinator and the Campus Sustainability Manager review the project's preliminary design and estimate individually and develop feedback and questions. Individual feedback is compiled for group discussion.
3. The GEF Committee, the GEF Grant Program Coordinator and the Campus Sustainability Manager meet as a group to review and discuss the preliminary design and estimate for the project. The scope and budget for the project will be determined.
  - Adjustments to the initial scope of the project may be made at this time.
  - Funding amount includes contingency funds for both the final design and estimate and for construction.
4. The GEF Committee Chair notifies the project team with the GEF Committee recommendations.

### **Approval & Fund Allocation**

1. The GEFC submits the funding recommendation and any implementation considerations to the University President and the Associated Students' President for approval.

2. The University President and the Associated Students' President make the final decision concerning proposals to be funded and implementation considerations.
3. After the University President and the Associated Students' President make their final decisions, the GEF Committee Chair notifies the projectteam with the outcome.

#### **Final Design & Estimation Stage: Creation and Development**

1. The GEF Grant Program Coordinator sets up new, individual contracts with all project team members of the selected project(s) to assist with completing the **final design** and estimate for the project.
  - Student project team members can earn credits or a quarterly stipend for their work.
  - Staff and faculty team members that are not the project's staff or faculty advisor on record can earn a quarterly stipend for their work.
2. Contracted project team members work under the direction of the GEF Grant Program Coordinator and in collaboration with the departmental contact(s) that is assigned to the project.
  - Contracted project team members assist with designing and estimating both the technological and educational components of the project.
  - Regular meetings with GEF Grant Program Coordinator are required.
  - The rate at which the design gets completed is dependent upon the project team. Each team will move at different paces depending on the size and complexity of the project and the team members' commitment to completing design.

#### **Final Design & Estimation Stage: Review Process**

1. Once the final design and estimate is complete, the GEF Grant Program Coordinator reviews it for accuracy and completeness.
  - If the final design and estimate fits within the allocated scope and budget (including the final design contingency fund), the GEF Grant Program Coordinator submits it to the Green Energy Fee Grant Program's Budget Authority for review and approval.
  - If the final design and/or estimate exceeds the allocated scope or budget (including the final design contingency fund), the GEF Grant Program Coordinator will obtain feedback from the GEF Committee, the Campus Sustainability Manager, the departmental contact(s) and the project team to determine whether to increase the project budget or decrease the project scope. Final decision for funding and/or scope is with the GEF Committee. The Committee's decision is communicated to the program's Budget Authority for review and approval.
    - If this issue arises during an academic break, an Executive Committee will be vested with the power to make these decisions on the GEF Committee's behalf.
    - All efforts are made to ensure the final design and estimate is approved.

2. The GEF Budget Authority reviews and either approves or disapproves the final design and estimate.

- All efforts are made to ensure the final design and estimate is approved.

### **Project Implementation**

1. Once the final design and estimate is approved, the project is scheduled for implementation.

2. Construct and/or implement the project.

- The GEF Grant Program Coordinator is the primary hub for communication for all partners working on project.
  - S/he works to ensure the project team gets the necessary information for post-project review and analysis.
- Both the technological and educational components of the project are implemented simultaneously.
- The GEF Grant Program Budget Authority has the authorization to make budgetary decisions as long as the amount does not exceed the construction contingency fund.
- If a budgetary issue(s) arises that is greater than the construction contingency fund or a scope issue arises, the project is put on hold, the GEF Grant Program Coordinator will obtain feedback from the GEF Committee, the Campus Sustainability Manager, the departmental contact(s) and the project team to determine how to proceed. Final decision for funding and/or scope is with the GEF Committee. The Committee's decision is communicated to the entity implementing the project.
  - If this issue arises during an academic break, an Executive Committee will be vested with the power to make these decisions on the GEF Committee's behalf.
- If project is being implemented or constructed by Facilities, project team does not participate in this phase except to document progress for promotion and education about the project and/or the program.

3. When implementation of the project is close to completion, the GEF Grant Program Coordinator alerts the GEF Committee so they can begin organizing the next RFP.

4. Once construction is complete, the project is closed, and if applicable, goes operational.

### **Post-Implementation Review & Analysis**

1. The proposal submitter is required to report to the GEFC outlining the activities of the proposal, how the proposal objectives were met, and identifying all expenditure of funds. The GEF Committee or the GEF Grant Program Coordinator may request additional information or reports as deemed necessary.

2. Funds allocated to a project that are not spent within the approved proposal timeline shall be returned to the GEF Program for reallocation, unless approved for extension.