



Small grant research & proposal - fall 2012

GOAL: Research Small Grant Opportunities for Green Energy Fee Grant Program

DESCRIPTION: By researching Green Fund Programs at other universities, identify small grant opportunities that could be integrated into Western's Green Energy Fee (GEF) Grant Program in the Winter/Spring 2013 Academic Period.

PURPOSE: Encourage the campus community to apply for GEF Funding by promoting smaller (and hopefully simpler to implement) projects. With an increasing quantity of smaller projects implemented across campus, the GEF program may become more visible, which can help to maintain the success of the program. An increased number of grant cycles would increase the campus community's access to the GEF program.

FINDINGS: Over 100 campuses across the country have green fund programs. Many campuses allocate a range of \$200-\$200,000 per grant project within the same grant proposal program. However, a handful of campuses have their green fund programs divided into two categories, small grant and large grant. The large grant proposals are often similar to Western's with a two part application. Where we have a Conceptual Application and Final Proposal, other campuses may have a Letter of Intent and Final Proposal or an Abstract and Final Application.

Small Grant Proposals at varying schools range from less than \$500 to between \$500 and \$2,000, and up to \$5,000. These proposals tend to have a shorter application process but they often still include the request for timelines, metrics and measurability, final reports, and stakeholder agreements. Below are four examples of small grant programs at college campuses.

EXAMPLES OF SMALL GRANT PROGRAMS:

School	Small Grant Funding range	Times per year offered	What's Interesting?
University of California. Los Angeles	\$500 max	monthly (8 times/year)	At minimum, a project plan must include a report made to the Grant-making Committee after successful (or unsuccessful) implementation.
University of California. Berkeley	\$500-\$2000	October and November	Must be implemented by May.
University of Colorado. Boulder	Up to \$2,500	6 times per year monthly Sept - March	Must be implemented in 3 month time-frame.
University of British Columbia	Up to \$5,000	monthly	Project Approval form (i.e. stakeholder agreement form) includes that the staff member agrees to take over the operational costs of project. UW has this same form.

EXAMPLES OF SMALL GRANT PROJECTS

Project	Funding amount
Green Fund Water Bottles	\$130
Eco Chair House Improvements	\$250
Gift Cards for Environmental Policy Case Competition	\$300
Rainwater catchment system on school farm	\$396
Sustainable Dishware	\$400
Organic Garden Renovation Project	\$453
Paper Towel Compost Pilot	\$750
Multifamily Housing Retrofit project with how-to video	\$850
Watershed Stewardship Project	\$1,190
Recycling on campus tennis courts	\$1,386
Honeybee Engagement Project	\$1,900
Computer Desktop Virtualization Project	\$1,900
Zero Waste Event Container Frames	\$1,918
Reusable Sharps Container Pilot Project (for labs)	\$1,925
Bike Plan Status Update	\$2,000
Sustainable Skills Workshop Series	\$2,000
Garden Vermiculture Project	\$2,000
Energy Savings timers for campus labs	\$2,500
Lab Conservation Contractor	\$2,500
Campus Waste Documentary	\$2,500
Dining Services Electric Golf Cart	\$2,500
Zero Waste Summer Orientations	\$2,500
Edible Vertical Garden	\$2,500
Large Scale Sustainability Art Projects	\$1,000- \$1,800

SMALL GRANT PILOT PROPOSAL FOR WESTERN'S GEF PROGRAM: The University of California at Berkley's green fund program has an effective and manageable schedule. They have an October and November small grant deadline, a January large grant conceptual proposal deadline, and then an April Final Proposal Deadline. This would be a good model to strive for in the 2013-2014 academic year. However, since Western has not yet implemented a small grant program, I propose we implement a small grant pilot program in the Winter Quarter of 2013. This would enable us to learn how it works, and with an assessment in May 2013, we could make the decision whether this will be a program we want to continue in the 2013-2014 academic year.

POTENTIAL IMPACTS TO COMMITTEE AND STAFF:

Impacts to Committee

- > In the next month the following will have to be agreed upon:
 - o Small grant proposal criteria (funding range, who can apply, project approval form, reporting)
 - o Small grant proposal scoring and evaluation metrics
 - o Any other small grant guidelines
- > Up to 4 additional project reviews per year
- > Quorum level attendance at each GEF committee meetings will be necessary as there will be critical decisions made at each meeting
- > Increased opportunity to review progress of GEF program rules, documents and procedures and make improvements where needed

Impacts to Staff

GEF Grant Program Coordinator

- > Over the next month the following will have to be created:
 - o Small grant proposal application
 - o Small grant guideline documents
 - o Small grant reporting criteria documents
 - o Small grant web updates, promotional materials and outreach items
- > Over the academic year impacts will be:
 - o Increased project tracking
 - o Decrease of project quality control by GEF Program Coordinator - especially for small grant proposals

GEF Education Coordinator

- > Soon after hire, the following will have to be focused on:
 - o Promote the GEF grant proposal opportunity
- > Over the academic year impacts will be:
 - o More opportunities to promote the GEF
 - o More projects to promote
 - o With more projects on the ground, a more dynamic GEF Project Tour can be created.

PROPOSED TIMELINE FOR 2012/2013 ACADEMIC YEAR:

Week of	GEF Item
January 13 th	New GEF Education Coordinator hired
January 20 th	Large grant proposals due
January 27 th	GEF Committee evaluates large grant proposals Small grant promotion
February 3 rd	Small grant promotion
February 17 th	Small grant pilot program proposals due
February 24 th	GEF Committee evaluates small grant proposals
April 28 th	GEF project team posters and reports due for large and small projects
May 12 th	Small grant pilot program assessment

Attached you can find the proposed timeline through the 2014/2015 Academic Year