

Green Fee Mini-Grants Program

FY12 Request for Proposals

OVERVIEW

Georgia College has a strong commitment to sustainable practices and responsible use of resources. In this tradition, GC initiated a Green Fee to support collaborative projects among students, staff, and faculty that improve campus sustainability and instructional excellence while serving a diverse student body and promoting high levels of student achievement. The Green Fee encourages students, staff, and faculty to design innovative strategies for improving the environmental sustainability of our campus and community. These funds are awarded on a competitive basis and applicants are encouraged to focus their proposals on an area of sustainability that is personally relevant and to which they are most committed, thereby furthering the Georgia College tradition of Connecting What Matters.

ELIGIBILITY

- Only students or student groups of Georgia College are eligible to apply for funds
- All projects must have a faculty or staff project advisor
- Green Fee Mini-Grants do not fund projects in which there is an intent to make an individual or group profit (income may be used to fund future operating costs)
- Green Fee Mini-Grants do not fund projects in which money is donated to charitable causes or individual organizations
- Green Fee Mini-Grants do not fund individual wages
- Project must demonstrate benefit to Georgia College students
- Project clearly demonstrates alignment with the mission of Georgia College and the Sustainability Council

PROPOSAL INSTRUCTIONS

- (1) Abstract. The abstract should briefly describe the purpose of the project, the overall objective, project plans, anticipated results, and the potential impact. (250 word maximum)
- (2) Contents of the Proposal:
 - (a) Cover Sheet (from web site)
 - (b) Description of the project. Write a brief description of the project (no more than two pages) and include the following:
 - (i) Identified need and Sustainability Council Target area(s) to be addressed
 - (ii) Clear description of project goals
 - (iii) Project description that addresses measurability and a plan for assessing the project
 - (iv) Implementation Plan
 - (v) Potential for broad impact
 - (vi) Explanation of budget items where necessary
 - (vii) Sources of external funding or resources
 - (c) Itemized Budget: Prepare a one-page, itemized budget.

SUBMISSION INSTRUCTIONS

Submit items above in a single document (doc, docx or pdf) attachment as LastName_GreenFee12 to greenfee@gcsu.edu.

Fall 2011 proposals will be reviewed beginning October 21st, 2011.

REVIEW PROCESS

The Committee will assign a "Project Advocate" (PA) to each proposal.

The Advocate will conduct an initial review and determine an initial score for the proposal based on the funding criteria. The PA may request a complete resubmission of the proposal.

If warranted, the PA may meet with applicants to provide suggestions for improving the proposal.

If accepted, the PA will present the project at a Committee meeting.

Upon initial acceptance by the PA, the full Committee will review the proposal and make a final decision based on the funding criteria. If approved, the Committee will also set the funding amount.

REVIEW CRITERIA

Proposals will be evaluated with the following rubric

Criteria	Score(s)
Success is Clearly Measurable	0 – No evaluation plan 2 – Measure of success are mentioned but not clearly defined 4 – Measures of success are explicitly stated but the method to evaluate is not clearly defined 6 – Measures of success are explicitly stated and based upon sound evidence.
Project Can Be Implemented	0 – No implementation plan. Ongoing costs and lifespan are indeterminable 2 – Implementation plan is unclear or unattainable. Lifespan is vague; or explicit, but ongoing expense exist without additional funding sources 4 – Implementation plan lacks some details but appears attainable. Life of project loosely described, but cannot be exactly defined. If ongoing expenses exist, a likely additional funding source is identified, but not secured. 6 – Life of project well defined, if ongoing expenses are required additional funding sources are identified, reasonable implementation plan
External Funding	0 – no external funding explored or obtained 1 – External funding has been explored 2 – Proposal demonstrates high likelihood of external funding 3 – External funding has been obtained
Sustainability Council Target Area	0 –Not addressed 2 – Project may overlap slightly with a target area but is not explicitly stated 4 – Project is clearly aligned with one Sustainability Council Target area. 6 – Project is clearly aligned with more than one Sustainability Council Target area.
Project Impact	0 – No impact 1 – Project only impacts a small group or class 2 – Project impact is campus-wide 3 – Project impact extends beyond the campus
Budget	0 – No budget 2 – Budget is not itemized or all items are not included. Budget includes items not discussed in the proposal 4 – Budget is detailed and includes all items for project. Every item is identified. Some items do not have solid quote or price cannot be accurately quantified. 6 – Budget for project is detailed and includes all items for project success. Every project item is identified in the proposal. Quotes are provided.