Western State College of Colorado
Sustainability Fund
Fall 2010 Request for Proposals
Proposals due October 8

The Sustainability Fund Committee is requesting proposals from students for projects that promote sustainability at Western State College. The purpose of the sustainability fund is to provide Western students access to the financial resources to initiate projects that *(1) support Western's use of more sustainable and renewable energy, (2) reduce unnecessary consumption of goods, (3) increase reuse of usable goods and recycling of materials, or (4) promote the ethical stewardship of all resources and land on the Western State College of Colorado campus*. For the academic year 2010-2011, full-time students are assessed $4.50 per semester for campus sustainability. The revenue generated from this fee is approximately $18,000 per academic year. It is the responsibility of the Student Government Association to allocate these dollars to projects that support sustainability across campus. The Sustainability Fund Committee encourages students to take advantage of this opportunity to support and enhance sustainable practices on the Western State College of Colorado campus.

Sustainability Fund project requirements. The following are the primary criteria used to evaluate project proposals. All project proposals must effectively demonstrate how they will meet or exceed these requirements.

- Projects must support the principles and goals of Western's Environmental Charter and be consistent with the above stated purpose of the Sustainability Fund.
- Projects must show physical, measurable, or countable evidence that sustainability is being achieved.
- The outcomes of the project should affect a sizable portion of the student body.
- Project proposals will only be accepted from a member of the Associated Student Body and only with the support of a faculty adviser.

Sustainability Fund proposal guidelines. Please provide, in order, the following information:

A. Cover Letter
    a. Brief summary of project proposal and objectives
B. Description of Project Proposal
    a. Provide a complete description of the proposed project, including a detailed description of the activities required to successfully implement the project
    b. Provide a complete description of how the proposed project will meet all Sustainability Fund requirements and how project outcomes will be measured
    c. Provide example(s), if available, of similar projects implemented at other locations (college campuses preferably) and describe the successes and challenges of these projects
    d. Provide an estimated timeline for the proposed project and its required activities
C. Description of Project Costs
    a. Provide a detailed cost estimate of fully implementing the proposed project. Include in your estimate any potential on-going costs such as maintenance, any

in-kind services required by the College to successfully implement the proposed project, and any current bid estimates for contractor services or supplies, if applicable.

b. If applicable, provide a list of other funding sources or in-kind services secured or being pursued for this project. If supplemental sources are being pursued but not yet secured, provide information on estimated notification timelines.

D. A letter of support from at least one WSC faculty member.

E. A detailed resume for each student participant

Proposal length (excluding student resumes and faculty letter of support) should not exceed 5 pages.

How to submit a proposal: Project proposals shall be submitted electronically to the Sustainability Fund. Email complete proposals **as a single word document or PDF** to Dr. Jonathan Coop (jcoop@western.edu). Due dates for proposals are **5 pm, October 8th** for fall semester and **5 pm, March 4th** for spring semester. Incomplete proposals will not be considered for review. After review of all proposals, the Committee will invite students who submitted the most qualified proposals to present to the Committee, answer questions, and provide clarifications of the proposed project. The Committee will consider all qualified proposals and make its decision on funding based on the Sustainability Fund purpose, criteria, and cost of implementation. Decisions made by the Committee on funding are final and not subject to appeal. If a project is not funded, the Committee will provide information to the student(s) on why the proposal was not funded. Allocation of funds will be subject to availability.

If you have any further questions or need further information, please contact Dr. Jonathan Coop, Visiting Professor of Biology, jcoop@western.edu.