Request for Proposals

President’s Sustainability Fund Grants
The President’s Advisory Committee on Sustainability will award grants to student campus sustainability projects, in **amounts ranging from $500 to $5,000** through a competitive RFP process. The first round of awardees will be announced in December 2015. Awardees will be able to receive grant funding throughout the duration of the awarded project, not to exceed one year.

**Deadlines**

**Proposal:** October 30  
**Awardees Announced:** early December

**Eligibility**

Current enrolled students of Pomona College are invited to apply.

**Submission and Assistance**

All proposals must be submitted to sustainability@pomona.edu by the grant deadline. The Sustainability Integration Office provides assistance in developing project ideas and/or preparing proposals. Contact the email above and/or call campus extension x75000. Sample proposals can be found at: www.pomona.edu/sustainability/students/funding.aspx.

**Purpose and Background**

**Purpose**

The purpose of this grant program is to provide funding for **infrastructural** or **operational** improvements to the sustainability of Pomona College. The focus of this grant is not on educational or outreach initiatives.

Both scaling and innovation grants will be considered for funding. Scaling grants will fund existing successful programs or projects that require additional funding to increase their scale and impact. Innovation grants will fund conceptualized programs or projects that demonstrate exceptional promise but are not yet implemented.
Background

PACS
In Fall 2006, Pomona College President David Oxtoby established the President's Advisory Committee on Sustainability (PACS). This committee is responsible for:

- Reviewing and monitoring the operations of the campus that directly affect the College's use of resources
- Developing strategies for increasing campus sustainability
- Developing outreach and communication programs for spreading information about campus sustainability
- Administering the President's Sustainability Fund
- Developing period reports about campus sustainability to assess progress

PSF
President David Oxtoby first established a pool of funding for the President's Sustainability Fund in 2008. This fund is replenished as needed on a yearly basis. Through a subcommittee, the President's Advisory Committee on Sustainability has awarded over $10,000 in grants, funding student sustainability initiatives such as:

- Drying racks in laundry rooms
- A Checkout Program of drying racks and compost buckets
- SolTrain mobile solar power
- ReCoop thrift store cash register and equipment
- Post-consumer composting in the dining halls
- Greenware reusable and recycled dishware event kits
- Native landscaping around campus
- Shower timers in the residence halls

Project Guidelines, Eligibility and Requirements

Current (2015-2016) enrolled students of Pomona College are invited to apply for President's Sustainability Fund grants. This includes, but is not limited to, the following:

- Full time traditional and non-traditional students
- Students of Pomona College studying abroad this semester
- Part-time traditional and non-traditional students

The following are NOT eligible to receive funding via the President’s Sustainability Fund:
Those auditing a course but not otherwise enrolled with Pomona College

In addition to meeting PSF eligibility, a funded project must demonstrate a focus on increasing the sustainability of Pomona College’s operations and/or infrastructure.

For these purposes, sustainability is defined as increasing the triple bottom line of the college:

1. improving the health of the natural environment with understanding of local and global ramifications of the project
2. while at the same time being mindful of the health of students, staff, faculty, and visitors and
3. avoiding adverse effects on the financial stability of the college, particularly with an understanding of future implications of the project.

Projects meeting these requirements could include, but are not limited to, the following:

- Increasing the use of onsite renewable energy
- Reducing the amount of materials used by the College
- Accounting for life cycle costing of procured materials with a focus on environmental responsibility from cradle to grave
- Coordinating sustainability efforts among different campus entities
- Reducing the energy and or water footprint of the College
- Improving the waste diversion rate of the College
- Improving the endurance of campus infrastructure and assets
- Responsibly managing resources both in the natural and built environment
- Supporting biological diversity
- Improving the quality of life of the College community through environmental improvements
- Improving innovative sustainable grounds or agricultural practices
- Building green
- Developing tools to assess sustainability on campus

Priority

Priority will be given to projects demonstrating some or all:

- energy/ carbon and water savings; waste reduction
- payback/ financial savings
- reach of impact throughout the college community
- integration of environmental, social, and economic concerns
- support of diversity on campus
- level of collaboration among stakeholders
- facilitate education of the campus community
Out of Scope

The President’s Sustainability Fund will not award grants to projects focused *solely* on outreach and/or education, such as:
- bringing speakers to campus
- improving the sustainability of our neighbors

Partnerships and Letters of Commitment

The President’s Sustainability Fund is interested in supporting projects that demonstrate a robust and broad collaborative network. Partnerships among multiple programs, departments, and offices will add to the overall sustainability of the proposed projects and programs, adding value and commitment to the project.

Projects must assess the impact on the college community over the long term, with a plan for continued monitoring and successful operations into the future. Where applicable, a proposal should include letters of commitment from all major partners both on and off campus. A partner is considered major where the planning, implementation, and/or continued success of the project depends on their support.

The applicant’s letter of commitment must:
- Be submitted on official company letterhead or via an official company email account
- Indicate clearly the name of the supporting entity, e.g. Housekeeping Department, Dining Services, etc.
- Be signed by an authorized manager, director, or dean of the submitting entity
- Describe the entity’s role in the project
- Identify the student applicant’s name and project name
- Explicitly identify the amount of staff time and other resources it intends to commit to the project, over an indicated amount of time
- Confirm involvement in the planning process of the project

Proposal Application Format and Process

*If desired, contact the Sustainability Integration Office for assistance with your proposal.*

**Title of project:** e.g. “Expansion of CFL light bulb program”

**Name(s) and Class year(s) of proposer:**

**Contact information (email and phone):**
**Project Duration and Timetable:** Duration is limited to a maximum of one year. List start and end dates of the project.

**Problem:** Describe the problem the project will fix – e.g. “Most people use incandescent light bulbs in their dorm rooms. These bulbs use significantly more energy than CFL bulbs (support with data if relevant).”

**Proposed project:** Describe your project in detail, and discuss how it will mitigate the problem described above. E.g. “This project would purchase an additional 100 bulbs for the current CFL program. Expanding the program will allow for more people to receive bulbs, thus reducing the College’s overall energy use and environmental impact.”

Make sure you discuss the following (where relevant):
- Implementation of the program (Who is responsible? Who needs to be involved?)
- Specifics on the items purchased (with pictures, if relevant), as well as specific quantities to be purchased.

**Awareness and education:** If relevant, describe any educational or awareness-raising efforts that will go along with this project. E.g. “Flyers, Digester messages and signage will alert people to the availability of more light bulbs and how they can check them out.”

**Budget:** Break down the budgetary requirements of your proposed project, indicating both unit and total cost for items purchased (e.g. “100 light bulbs at $5.00 each, for a total of $500”). Make sure include tax and shipping where relevant. If you’re going to make flyers or outreach materials along with your project, make sure to include prices for those elements as well.

**Future savings:** Many projects will also have a positive financial impact on the College. It can be helpful for you to describe these, even if you do not know specific numbers. E.g. “100 more CFL bulbs on campus will reduce our annual energy use by 2,000 kWh, which equates to a cost of approximately $300.” The Sustainability Coordinator can also help you determine numbers, where available.

**Application Checklist**

Prior to submission, ensure that your proposal application includes each of these components:

- Proposal Application (including: Title, Proposer, Duration, Problem, Proposal, Awareness, Budget, Savings)
- Letters of Support from key project partners