



ASSOU Environmental Affairs Committee Green Fund Project Instructions

ABOUT THE GREEN FUND:

The Green Fund makes possible a unique & student-led process that empowers sustainable initiatives on campus. Generated by the Green Tag student fee (\$14 per student per term), the ASSOU Environmental Affairs Committee (EAC) oversees and allocates the Green Fund. The Green Fund provides students with the funding to execute sustainable and environmentally regenerative initiatives on campus.

If you'd like to read the full Green Fund bylaws, please refer to the ASSOU Bylaws located at <https://www.sou.edu/assou/govdocs.html>.

Applicants are advised to contact the ASSOU Director of Sustainability at assousustain@sou.edu when first considering applying for funding in order to estimate the funding timeline. Depending on the complexity of the project and number of proposals currently under review by the EAC, the timeline from application submission to fund disbursement could span multiple months.

APPLICATION PROCEDURE:

Project proposals may only be submitted by SOU students. Individuals and organizations outside of SOU may not submit proposals.

Submit completed application, including an itemized project budget, to the ASSOU Director of Sustainability at assousustain@sou.edu. Proposals are accepted on a rolling basis during fall, winter, and spring terms.

Project proposals are reviewed on a "first-come, first-served" basis. Project approval is dependent on each term's schedule and must follow a timeline appropriate to the student's status at SOU.

All applicants will give a brief presentation to the EAC outlining their proposal. Proposal presentations are scheduled at the discretion of the EAC.

Funding requests exceeding \$5,000 must be reviewed by the SOU Sustainability Council prior to submitting a final proposal to the EAC. The Sustainability Council meets on average once per term. *You must consult with ASSOU's Director of Sustainability and Civic Engagement (assousustain@sou.edu) before completing an application. Together, you will work with Director of Sustainability in the Sustainability Office to run your proposal past the SOU Sustainability Council prior to submitting a final application to the Environmental Affairs Committee.*



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CRITERIA:

As outlined in the ASSOU Bylaws, projects funded by the EAC must:

- 1) Increase sustainability in operation of the SOU campus. Projects should directly address sustainability in operation of the SOU campus or in the capacity that off-campus activities influence on-campus sustainability. This includes a broad range of environmental considerations, including but not limited to energy efficiency, water efficiency, waste reduction, transportation management, green procurement, green buildings, and education. This excludes travel and conferences.
- 2) Have a clearly-defined, measurable outcome within the proposed timeframe. All projects shall have a mechanism for evaluation and follow-up after funding has been disbursed. Projects that are not completed within a single academic year should have a plan for continuation during the following year, or until the project is complete. Projects should include a report made to the Environmental Affairs Committee after successful or unsuccessful implementation.
- 3) Incorporate publicity, education, and outreach. The project should include some component that raises greater awareness of sustainability issues on campus. This might include an outreach campaign, a press release, or the fact that the project is conducted in public view.
- 4) Contain a component of direct student involvement. Such projects include, but are not limited to internships, initiatives with students in oversight bodies, student research, and projects proposed by students.

DISBURSEMENT OF FUNDS:

Once funds have been awarded by the EAC, the Student Project Coordinator and the Project Staff/Faculty Liaison shall work with the EAC staff advisor in the Office of Belonging and Engagement to coordinate fund disbursement. This process may take a number of weeks, depending on the project. The Green Fund will not reimburse for any expenses incurred prior to funding approval by EAC. All disbursements of funds must be routed and approved through the Office of Belonging and Engagement.

According to the Green Fund Bylaws:

- 1) A budget is required with the application for funding.



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Funds may be accessed in the following ways (back-up documentation must be provided to the Environmental Affairs Committee at the time of request):

- 1) Reimbursement of expenses (check)
- 2) Direct purchase through campus financial system (i.e. purchase order)
- 3) Allocation to a specific cost center within the university

After the funds are expended, provide an accounting of the actual funds spent compared to budget, preferably within 30 days of project completion but always before spring finals.

Any unspent funds will be returned to the SOU Green Fund unless otherwise approved.

All backup documentation for expenses, including receipts and invoices for contracted work, shall be submitted no later than two weeks before the end of spring term.

Funds shall not be transferred to ASSOU or student organization group accounts without approval. Funds may be transferred between SOU accounts with the approval of the Environmental Affairs Committee.

Funds may be carried over for multiple years on a case-by-case basis. The final schedule of fund disbursement is to be determined and approved by the Environmental Affairs Committee.

A signed copy of Acknowledgement of Receipt of Green Fund Bylaws must be on file with ASSOU prior to disbursement(s).

REPORTING AND PROJECT COMPLETION:

Funded projects must submit an annual report to the EAC, including a budget comparing actual expenses to initial budget, no later than week five of spring term of the academic year following funding approval.

If the Student Project Coordinator is no longer attending SOU, the Faculty/Staff Project Liaison will be responsible for all project reporting and management obligations to the EAC.