

Purpose

SFSU Dining Services recognizes the value in student engagement and education related to environmental and food systems sustainability through projects, service learning, and student-organized activities. SFSU Dining Services Go Green Grants provide funds for individuals or teams of SFSU students, staff, and faculty to research, develop, implement, and design solutions to campus sustainability challenges. Grants will be awarded for projects fostering a more sustainable campus.

Funding Amount

Proposals submitted in response to this solicitation will be competing for a total of \$1,000; which will be allocated in February, 2017.

Project Requirements

Proposals in response to this request for application must include a program or project that impacts the campus food system. Such examples may include, but not limited to: local/sustainable food educational events, programs that support foods produced on campus to be utilized or expanded through the campus dining programs, or waste reduction programs for campus dining locations.

Project Timeline

Projects to be implemented and completed in a one-year life cycle will be encouraged; however, projects may go longer than one year but should show sufficient evidence the project will be sustained without grant funds beyond the one year cycle. Grant funds must be used within the project period or within one year of receiving the grant.

RFP Announced	Proposal Due	Announcement	Funding Date	Project Period	Progress Report	Final Report
Wed, Nov. 2, 2016	Fri, Jan. 13, 2016	Fri, Feb. 3rd, 2017	Feb 28, 2017	Mar. 2017 – Jan., 2018	Fri, May 26, 2017	Fri, Jan. 26, 2018

Eligibility

The Go Green competition is open to all undergraduate students, graduate students, professional students, faculty, and staff at SFSU in all departments and disciplines. Eligible participants must be actively enrolled or in active service for the expected duration of their proposed project.

Project teams with more than one applicant, interdisciplinary teams, interdepartmental teams and teams composed of a mix of students, faculty and staff are highly encouraged. Proposals submitted by single applicants will also be accepted. All team applicants must choose an individual to serve as the primary applicant. This is the person who will be responsible for reporting on the project. Faculty, instructors and course organizers may also submit proposals on behalf of a future course whose participants are yet to be determined (as long as the course will take place in the time frame of this competition).

Selection Criteria

Priority will be given to proposals which demonstrate:

- High relevance and impact
- Originality and innovation
- Cost-effective use of funds
- High potential for success

Applicants should thoroughly review the proposal criteria, noted below that will be used by reviewers for details about each of these criteria. Reviewers will be looking to award a mix of projects that make the best possible use of the funds available during the current funding cycle.

Proposals that include any new structure or adaptation to an existing structure must be reviewed and approved by the appropriate department(s) prior to submission of the grant proposal and must include letters of support from the department(s) identifying their contribution to the project.

Additionally, proposals that include skilled trade work by university staff for installation or maintenance may entail additional costs for project management, inspections, permits and/or trade work. These should be factored into the project budget proposal.

Project Consulting

SFSU Dining Services realizes that applicants may wish to explore ways to focus their topic so that it is of more relevance to the campus food system. For example, they may wish to learn about what research has already been done regarding their topic or how their project might be integrated into campus practice or policy. There are many contacts on the SFSU campus who are experts on several of the topics being addressed in the proposals. Should applicants wish to make contact with any of these resources during the course of the proposal writing process, they may make inquiries to the SFSU Dining Services' at: sustain@sfsu.edu

Funding Cycle Review and Award Procedures and Timeline

Friday, January 13, 2016, 4:00 pm	Deadline to submit proposals electronically sustain@sfsu.edu (SFSU Dining Services Go Green Grant Fund Committee). Applications must include required documentation.
January 2016	Proposals reviewed and scored by members of the SFSU Go Green Grant Fund Advisory Committee.
Friday, February 3rd 2017	Award announcements made via the SFSU Dining Services https://sfstate.sodexomyway.com/planet/grant.html and email. All applicants whose e-mail is provided in the application will be notified of their status.
Monday, February 20th	Deadline to confirm acceptance of the award with the SFSU Dining Services Sustainability Manager. A committee member will work with the awardees to complete the Memorandum of Understanding (MOU) and W-9 form, which must be signed before the funds are distributed. The MOU will define the progress and final report due dates, grant administration details,* and any permissions or approvals that must be formalized. If a confirmation is not received the award may be rescinded.
February 28th, 2017	Earliest award distribution. Awardees will work with SFSU Dining Services, Controller to sign the Memorandum of Understanding and complete a W-9

	form. Awardees should allow for up to three weeks to receive disbursement check.*
April/May , 2017,	Go Green Grant Showcase at Farm to Fork – grant recipient representatives to exhibit projects at the Farm to Fork Event.
Friday, May 26, 2017	Progress report due – a brief, informal report should be submitted to SFSU Dining Services (sustain@sfsu.edu). All projects, regardless of project implementation timeline must submit an evaluation report. Progress report forms and templates will be supplied to awardees 30 days prior to this date.
Friday, January 26, 2018	Final evaluation report due – this more detailed report evaluates the project effectiveness, reports project results and addresses all components of the original proposal. Projects lasting greater than one-year must address the projects sustained implementation with non-grant funds. It must be submitted to SFSU Dining Services (sustain@sfsu.edu).

* All grant awards will be issued a check from SFSU Dining Services. Checks will be issued to the name of the project, in care of the sponsoring department. Funds cannot be disbursed to individuals. Therefore, individual projects need to be sponsored by a university department. This could be the department that offers your major, a student organization or the department where you work. Sponsors need not have any involvement beyond administering grant funds. These arrangements will need to be made, before your Memorandum of Understanding is signed.

Proposal Preparation and Submission

Applications must be submitted electronically in Adobe Reader .pdf format or Microsoft Word .doc format. All necessary forms, templates, and information regarding the grant application are available on the SFSU Dining Services Go Green Grant Fund website at – <https://sfstate.sodexomyway.com/planet/grant.html>. All completed forms must be submitted to the Go Green Grant Fund Advisory Committee, sustain@sfsu.edu by **Friday, January 13th, 2016, by 4:00 PM PST.**

Applicants are strongly encouraged to utilize **Adobe Reader in Windows operating systems** to complete the forms. Applications must include all five sections described below in a single email submission and in the following order.

Instructions for each section of the grant proposal are as follows:

1. Cover Sheet (please use template provided)

The cover sheet specifies the primary applicant, who will be responsible for meeting all requirements of the grant and will be accountable for use of grant funds allotted for this grant.

2. Abstract

The abstract must be limited to 200 words, double-spaced and should provide the reviewing committee with an overview or summary of the project including goals, audience, processes for

implementation, and anticipated results of the project. The abstract may be published if the project is awarded.

3. Team Members, Project Advisors and Collaborators (please use template provided)

Letters of Support* - See below for Letter of Support Instructions

All team members, project advisors, and project collaborators should be listed in the project proposal. Collaborators are people who are indirectly involved with the project – authorizing space, structural changes, donating materials, agreeing to maintenance, providing environmental health and safety inspections, etc.

4. Project Proposal

The project proposal must adhere to the following formatting conditions. Failure to adhere to these conditions may result in disqualification.

- Each selection criteria (4.A – 4.D) of the proposal must not exceed five (5) pages (maximum of 20 pages total). Brevity is encouraged.
- The project proposal must be double-spaced and typed in a font easily read. Narrow fonts are not advised.
- Pictures, drawings, charts, renditions, and illustrations are encouraged, if available.

4.A. Relevance, Impact, and Need

The proposal should address relevance to achieve SFSU's campus sustainability principles, values, and sustainability strategies. "The CSU's mission includes promoting an understanding and appreciation of the peoples, natural environment, cultures, economies, and diversity of the world. " "...the CSU employs sustainability principles in campus administration and operations to use campuses as living laboratories to develop, test, and implement new technologies and model practices which also enhance the quality and richness of teaching, learning, and research." Additionally, the Office of Sustainability at SFSU "aims to educate students, faculty and staff to embrace the values and principles of sustainability in their daily lives by integrating them into the University's planning and policies, academics, operations, student activities and community engagement."

The proposal should address why the project is most-in-need of funding or support.

The proposal should address the project's potential impact to become an enduring part of campus dining procedures, infrastructure or behaviors.

The proposal should address the impact on: a) students or student involvement; b) campus community; c) broader city of San Francisco community.

Food Track: In addition to the above proposal guidelines, food track proposals must address how SFSU will work to achieve the CSU's goal of 20% Real Food by 2020 as defined by Real Food Challenge criteria.

4.B. Innovation

The proposal should address collaborative approaches to bridge current practices with future sustainability goals of the campus.

The project needs to address attainable goals and objectives that are innovative.

4.C. Cost-Effective Use of Funds

Describe in-kind contributions that will support the project goals and how those contributions are aligned with the funding amount requested.

The proposal should answer the following questions: a) why hasn't any other department, foundation or grant funded the project? b) what other funding sources has the project identified, if any? c) what is the source of your current or previous funding? d) is the project research-based?

This section should also include a project timeline and intended audiences through education, events, visibility, or other engaging activities.

4.D. Potential for Success

A successful proposal will clearly describe who the project will influence, how it will be carried out, why it should be a priority on the SFSU campus, how much it will cost, and how its outcomes will be measured (i.e. resources saved, students educated, etc.).

If the project goals are long-term, i.e. beyond the duration of the project or grant timeframe, the proposal should still give an idea of what would constitute "success" over time and how it might be measured down the road.

The proposal should address any potential barriers in meeting the project timeline.

5. Project Budget (may use template)

All supplies, equipment and other expenses must be itemized to the best of the applicants' ability. Budgets that do not include itemized listings may either be disqualified or returned to the applicant(s) to complete, which will delay the review process.

The budget should document estimated project start and end dates, including final reporting. No project costs funded by this grant should be incurred prior to February 28, 2017 or after January 26, 2018.

The budget should describe and itemize all costs associated with the project. Funds are intended for materials and supplies necessary to achieve project goals.

If applicable, please include a description of other funding amounts and sources (including any in-kind contributions) that will be leveraged with the Go Green Grant.

Budget Limitations

Registration and travel costs to attend conferences, seminars, or third-party sponsored workshops may be considered if attendance to such events is relevant to fulfill the applicant's project.

Budgets requesting food and/or entertainment expenses must be aligned with and a necessity to fulfill the project.

For projects involving large time requirements and low material costs, honoraria to cover labor costs up to \$100 per month will be considered. These "labor" honoraria are applicable only for graduate and undergraduate students who are listed as team members in the project proposal. Such honoraria must be clearly justified in the proposal and **may not be used to pay wages for departmental student employees.**

Presenter honorariums will also be considered.

A minimal amount of costs may be requested for skilled trade services needed for installation or maintenance, but applicants are encouraged to arrange such services in-kind in support of campus sustainability.

Questions

Contact a member of the Go Green Grant Fund Advisory Committee, sustain@sfsu.edu or call 415-405-8041 (SFSU Dining Services)

Letters of Support

All applications whose project relies on the collaboration and coordination with other individuals or departments must submit letters of support. The letters of support should identify the department or individual contributions to the project including, but not limited to, facility usage, grounds and landscape, environmental health and safety, etc.

If the proposed project includes a new or adapted structure, or a substantive change to an established university procedure, the proposal must include a description of contacts made and permissions needed to ensure the successful implementation of this project.

Letters of support can be scanned and attached to the application submission or sent directly from the supporting person or department to sustain@sfsu.edu by the application due date.