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Process for Submittal and Review
Sustainable Campus Program Project Funding

The following is the process to be used for all projects (whether submitted by students, faculty or staff) that seek funding from the Sustainable Campus Program (SCP). Please note All SCP projects should <u>directly benefit the Auraria Campus</u>.

1. **Proposals**. Projects must be submitted on the SCP Project Proposal form by filling out as much information as possible. The Proposal form includes:

   a. **Project description**
      i. What is your idea? Why should it be funded by the SCP?
      ii. Where on campus will this project be located?

   b. **Costs**
      i. What is the budget for your idea?
      ii. Does this project require any on-going costs for maintenance or other recurring expenditure? If so, who will pay for those costs?

   c. **Savings and payback (fiscal and/or resource specific)**
      i. Is money saved by implementing this idea? How much?
      ii. What natural resources might be saved (i.e. water, energy, trees)?

   d. **Timeline**
      i. If approved, please describe timeline for implementation

   e. **Sustainability Context**
      i. Which program area does this project address?
         1. Renewable Energy
         2. Energy Efficiency
         3. Waste Diversion
         4. Water Efficiency
         5. Education and Outreach
         6. Foods and Gardens
         7. Alternative Transportation

   f. **Budget Context**
      i. This category can be filled out with the assistance of the Sustainability Officer. Please call (303)556-3481 to discuss the current SCP budget for your project.

   g. **Educational Component**
      i. All SCP projects should educate the campus. How will your project educate the campus about sustainability?
      ii. Have you factored things like marketing materials, signage, or newspaper ads into your budget?

   h. **Implementation**
      i. This category aims to identify who will lead the project and discuss the responsibility and involvement of the SCP on an on-going basis if they approve the project.
      ii. How will you measure success after completion?

2. **Review Process.**
   a. ***Submit your completed proposal to the AHEC Sustainability Officer at SCP_Contact@ahec.edu.***
   In order to ensure consistent project support, this form and any supporting information shall be jointly reviewed by AHEC staff prior to discussion with SCP. Comments will be made available to SCP/SACAB as well as the party submitting the proposal. Below is a list of staff reviewers:
      i. AHEC Campus Planner
      ii. AHEC Sustainability Officer
      iii. SCP/SACAB Advisor
      iv. AHEC Budget Director
      v. AHEC Director of Facilities Services
      vi. AHEC Director of Development Services

   This phase of the review process can take an estimated 1-3 weeks.

   b. Once AHEC staff has reviewed the proposal, it will be sent with recommendations to the Sustainable Campus Program chair. Depending on time of year, existing agenda, and quorum, the proposal will be placed on the soonest available agenda for discussion. Depending on the complexity of the proposal and resulting questions, SCP may choose to:
      i. Vote immediately
      ii. Take time to think about the proposal
      iii. Invite the submitter or relevant stakeholders to come and present or answer questions

   This phase of the review process can take an estimated 1-3 weeks.

   c. If SCP approves the project, it is then presented to SACAB for review. SACAB will discuss the project at a regularly scheduled meeting and will vote on whether to approve the funding for the project at that meeting or at a subsequent meeting. If approved, the submitter will be notified immediately. Staff shall work to implement the project as soon as possible.

   This phase of the review process can take an estimated 1-3 weeks.

3. **Criteria for review of project proposals:**
   a. How does the project address the goals contained within the SCP program areas?
   b. Is the payback period less than five years? If it is greater than five years, is there a reason this project should be pursued to meet one of the SCP program areas?
   c. What is the cost of the project relative to the budget for a particular program area?
   d. How will the project educate the campus community about sustainability?
   e. If there is ongoing maintenance or operational costs associated with a proposed project, has another source of funds been identified to cover those costs?
   f. How understandable is the project to the layperson?
   g. Are there any potential rebates associated with the project?

4. **Progress reports.** Periodic status reports and verbal updates will be prepared by the Sustainability Officer, with assistance as necessary, for distribution to SCP and SACAB once an approved project moves to implementation. It is intended that progress reports will be provided monthly, with an overall progress report provided at the end of the academic year to review the status of all SCP funded projects that impact facilities (not bags, stickers or other educational projects). Information must be provided on the budget that was approved for a project and then an accounting of the actual money that was spent on the project.