Governance of Claremont McKenna College’s Sustainability Fund

About
The Sustainability Fund Committee (SFC), housed under Associated Students of Claremont McKenna College’s (ASCMC) Environmental Affairs Committee (EAC), will award grants to student campus sustainability projects in amounts up to $2,000 through a competitive Request for Proposal (RFP) process. The Fund will be sponsored by a $5,000 grant from the President’s Fund at the Roberts Environmental Center (REC). The RFP process will open at the beginning of the fall and spring semesters and it will close after one month. Awardees will be announced at least one month after the RFP process has closed. Projects that receive a grant in the fall semester will be able to extend through the remainder of the fall semester and the entire spring semester. Projects that receive a grant in the spring semester will only be able to extend through the remainder of the spring semester. While projects are being implemented, awardees will be required to provide updates to SFC every other week.

Purpose
The purpose of the Fund is to provide implementation and innovation grants for projects that improve the environmental sustainability of Claremont McKenna College (CMC). Implementation grants fund programs and projects that are already successful or have positive outcomes that are easily quantifiable. Innovation grants fund conceptualized programs and projects that demonstrate promise, but are not yet implemented. Projects that are a combination of implementation and innovation are also accepted. These grants allow students to pursue innovative and entrepreneurial ventures at CMC that increase sustainability and environmental awareness, and have the potential to yield positive returns on investment.

SFC Membership, Meetings, and Voting
SFC will be made up of the following members:
- EAC Chair; Appointed by the ASCMC Executive Vice President through an application process.
  - The Chair is required to set the agenda for and attend the RFP vetting, RFP review, and general meetings. The Chair can vote on RFP funding and external members.
- EAC Members; Appointed by the EAC Chair through an application process. There is a maximum of six EAC members, not including the Chair.
  - The members will attend the general and RFP meetings. The members can vote on RFP funding and external members.
- Sustainability Coordinator; CMC’s Sustainability Coordinator will serve on the committee.
○ The Coordinator will act as a liaison between SFC and Facilities, and provide counsel on proposed, in progress, and completed projects. The Coordinator is required to attend RFP vetting meetings and RFP meetings, and is encouraged to attend general meetings when time permits. The Coordinator can vote on RFP funding.

- Facilities Member; The person with the most senior position in CMC’s Facilities office, such as the Director or Associate Director, will serve on the committee.
  ○ The Facilities Member will oversee vetting of RFPs by looking at their feasibility from a facilities-based scope. The Facilities Member is required to attend RFP vetting meetings and RFP meetings, and is encouraged to attend general meetings when time permits. The Facilities Member can vote on RFP funding.

- Faculty Member; One faculty member, who is involved in an environmental field, will be serve on the committee. The faculty member will be appointed to SFC by the Dean of Faculty, and SFC members can make suggestions to the Dean of Faculty.
  ○ The faculty member will provide counsel based on his or her expertise about proposed, in progress, and completed projects. The faculty member is required to attend RFP meetings and is encouraged to attend general meetings when time permits. The faculty member can vote on RFP funding in most cases (see “RFP Voting” for more information).

- External Members; Students, faculty, and staff outside of the members listed above may join SFC. Other members could include, but are not limited to, students from SPEAR and REC, faculty from environmental or other disciplines, and staff from Facilities or DOS. External members must be voted into SFC by receiving a majority vote from EAC Members and Chair. They must fill out this Google Form and submit a resume to the EAC Chair. There is a maximum of three external members.
  ○ The external members are required to attend general and RFP meetings. The members can vote on RFP funding in most cases (see “RFP Voting” for more information).

Meetings:
- Quorum of SFC members is not required during RFP vetting meetings.
- Quorum of SFC members is required during RFP meetings.
- Quorum of SFC members is not required during general meetings.

RFP Voting Procedure:
- RFP consideration will not take any longer than one month.
- SFC will have RFP meetings during the beginning of the second and fourth week of the semester.
- On the day prior to a RFP meeting, the EAC Chair, Sustainability Coordinator, and Facilities Member will have a RFP vetting meeting. While it is ultimately up to the
Facilities Member whether a project is feasible, the EAC Chair and Sustainability Coordinator should provide their opinions during these meetings. Once all current RFPs have been vetted, these three SFC members are required to write a short statement for each vetted RFP that thoroughly explains why it is either feasible or infeasible. The RFP vetting statement(s) will be distributed to SFC members before each RFP meeting.

- Prior to RFP meetings, new RFPs and RFP vetting statements will be reviewed by SFC members over email.
- RFPs will be discussed in meetings until a majority of SFC members vote to move into RFP voting.
- RFPs will be voted on in the order they were received at each meeting. For instance, if three RFPs are submitted prior to the first meeting, SFC can vote on funding the submitted RPSs. SFC can also choose to wait until the last meeting to vote on all RFPs at once.
- To fund a RFP, SFC members must do so by majority vote.
- If more RFPs are funded than the fund allows for, the funding will go to the RFP(s) that received the most votes.
- If there is a tie between two or more funding proposals, external members will not vote in the tiebreaker.
- In the event of another tie, in addition to the external members, the professor will not vote in the tiebreaker.
- If there is a project that SFC is only able to partially fund because of insufficient funds, SFC reserves the right to fund in part. In the case that a project is partially funded, the partial awardee(s) will have the opportunity to apply for funding next semester.
- The partial awardee(s) can choose to reject this offer and wait until the next semester.
- The partial awardee(s) will not be given preference over other RFPs for the upcoming semester.
- No SFC member may vote on a RFP they have helped create.

SFC

SFC is tasked with conducting the following actions:

- Open RFP collection at the beginning of each semester;
- Conduct outreach/marketing/advertising to students using a variety of methods, such as social media, emails, tabling, Senate, club outreach, professors, staff, and social events;
- Close RFP collection after one month.
- Thoroughly evaluate RFPs based on the “Criteria for Securing a Grant” discussed later in this document and have followed “RFP Voting Procedure.”
- Send RFP vetting statements back to all applicants and announce awardees at least one month after the RFP process has closed;
• Administer grants during the fall semester: projects that receive funding in the fall semester will be able to extend through the remainder of the fall semester and the entire spring semester;
• Administer grants during the spring semester: projects that receive funding in the spring semester will only be able to extend through the remainder of the spring semester;
• Monitor the progress of ongoing projects at general meetings, which should occur once every other week. At least one representative from the project(s) must be present to report on use of budget, timeline of project, reception from student body, and any unforeseen successes and areas that need work; and
• Develop one report per semester that details the progress of the ongoing and completed project(s). These reports should be composed of information gathered at general meetings. Reports must include concise description of budget use, project timeline, successes, and failures.

Project Eligibility
Those eligible for funding include all students enrolled at CMC. This does not include students studying abroad or doing other internship programs far away from the campus.

Criteria for Securing a Grant
In additional to meeting eligibility, applicants must focus their projects on increasing the sustainability of CMC’s operations or infrastructure by doing one or more of the following:
• Reducing the use of electricity, carbon based emissions, and water;
• Mitigating pre- and post- consumer food waste;
• Facilitating positive effects on the financial stability of the College, particularly with an understanding of future implications of the project;
• Integrating environmental, social, and economic concerns;
• Promoting collaboration among a variety of stakeholders;
• Improving the health of the natural environment with understanding of local and global ramifications of the project; or
• Educating the campus community.

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 structures; or
● Developing tools to assess sustainability on campus.

Applicants are strongly encouraged to consider the CMC’s 2010 Climate Action Implementation Plan and Sustainability Webpage.

Out of Scope:

● Funding will not be granted to projects focused solely on education and improving the sustainability of other colleges. Funding will not be granted to projects focused on off-campus improvements.

**Application Process**

● SFC allocates grants to three types of RFPs:
  1) Implementation grants fund programs and projects that are already successful or have quantifiable outcomes, such as improving existing or new physical structures with LED light bulbs;
  2) Innovation grants fund programs and projects that may be difficult to quantify, but demonstrate promise, such as new programs and initiatives that create new sustainability-based employment opportunities; and
  3) Projects that are a combination of implementation and innovation.

● Projects must assess the impact on the college community, 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, or continued success of the project depend on the partner’s support.

● SFC is interested in supporting projects that demonstrate a robust and 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.

Applications must:

● Identify the applicant’s name and project name
● Describe the entity’s (person, club, etc.) role in the project
● Identify the other students who will be involved in carrying out the project
● Identify the amount of staff time and other resources it intends to commit to the project
Example implementation project RFP:

- **Title of project:** e.g. “Expansion of CFL light bulb program”
- **Name(s) and Class year(s) of applicant(s):**
- **Contact information (email and phone):**
- **Project Duration and Timetable:** Duration is limited to a maximum of two semesters (not including semester grant was administered). 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.”
- **Implementation of the program:** Who is responsible? Who needs to be involved?
- **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:** Detail 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”). Include tax, shipping, and installation costs 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 and returns:** It is necessary to include the environmental, social, and financial savings and returns for 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.

**Next Steps if You Receive a Grant**

- Meet with the Sustainability Coordinator to thoroughly discuss the purchase of the equipment stated in the budget.
- Submit purchase requests to the Sustainability Coordinator, and the Sustainability Coordinator will review the requests and use his or her “purchase card” to buy the equipment.
- Closely adhere to the Purchase Policy of the College.
- Always submit this Check-in Form to SFC every other week, at least one day prior to the meeting with SFC.

**Next Steps if You do not Receive a Grant, but Wish to Resubmit your RFP**
• Thoroughly consider the RFP vetting statement you receive via email.
• Discuss and implement changes with your team that address the critiques in the RFP vetting statement.
• Set up a meeting with the EAC Chair or Sustainability Coordinator to get feedback on your changes.
• Resubmit your RFP next semester.

Whom can I contact for more information?
• SFC is always eager for your feedback and inquiries. Please do not hesitate to contact us with your comments and questions!

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