

# Associated Students Sustainability Fund Project Criteria and Guidelines

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## **Applicant Eligibility:**

To be eligible to serve as the Project Director and to receive funding from the Sustainability Fund Allocation Committee, you must meet the following eligibility requirements:

- 1) You must be an enrolled CSU, Chico student as defined by the Admissions Office.
- 2) You must attend one of the three mandatory proposal workshops scheduled prior to each allocation funding cycle.
- 3) As the Project Director, it is assumed that you will remain an enrolled CSU, Chico student for the duration of the proposed project if awarded funding. Any change in the Project Director must be approved by the Sustainability Fund Allocation Committee.

## **Project Eligibility:**

To be eligible for funding, the following criteria must be met:

- 1) Your proposed project must support sustainability concepts, presentation and funding criteria outlined in the rubric for evaluation form.

***Submitting a proposal does not guarantee project funding or discussion at SFAC.***

- 2) You must work with and/or have oversight from at least one of the following individuals who will serve as Project Advisor:
  - a. A faculty member
  - b. An AS, Foundation, or University staff member
  - c. A University administrator
  - d. A community member/organization

## **Funding Criteria:**

- There is no minimum or maximum dollar amount that an applicant may request.
- The Committee may choose to fund the total amount requested or revise the amount.
- All projects approved by the Sustainability Fund Allocation Committee (SFAC) will then require final approval by a majority of the BMU Committee (BMUC) and the AS Board of Directors (BOD).

## **The Committee will not fund:**

- Travel outside the Chico area
- Project that are already funded by Instructionally Related Activity or Student Learning Fees.
- Entertainment
- Conference registrations
- Speakers/performers for conferences for which Committee dollars have already been allocated.
- Reimbursement of wages for CSU Chico or auxiliary staff or faculty
- Internships for graduate thesis/projects

**The Committee will give preference to:**

- Projects that address the multiple facets of sustainability (i.e.: ecology, economy AND social equity)
- Projects that are achievable, will be highly visible to the campus community, and have the potential to make a significant sustainability impact
- Projects that enhance or support the missions and direction of the AS and University
- Projects that produce measurable financial savings
- Projects that can eventually be institutionalized with outside funding sources
- New, previously unfunded, proposals and ideas
- Projects that support or enhance community sustainability efforts
- Projects that promote civic engagement and service learning

**The Committee has the option to fund the following if certain conditions are met:**

- Funds may be requested for food ONLY IF the food is an integral component of the project.
- Funds may be requested to bring a speaker to campus IF either of the following additional criteria are met:
  - The proposed speaker/performer is going to address all aspects of sustainability: ecology, economy, AND equity.
  - OR
  - The speaker/performer is being brought to campus to address an issue that directly relates to a project that is being funded by the Committee.
- Funds may be requested for promotional materials ONLY IF they are produced using environmentally friendly and sustainable materials and processes.
- Funds may be requested for an off-campus project ONLY IF dollar-for-dollar matching funds are obtained from non-Associated Students sources.
- Funds may be requested for paid internships provided the following criteria are met:
  - Your internship project must:
    - Have an academic focus, with measurable learning objectives
    - Have a relationship to your field of study
    - Be overseen by a faculty member from the department through which you are receiving internship credit
  - You must be a student enrolled in the department from which you would receive funds for your internship
  - Your academic department must agree to employ you and pay the upfront costs associated with your employment, understanding their costs will be reimbursed by SFAC
  - Your Project Proposal Form must be accompanied by a completed Internship Agreement Form, a copy of the Intern Equation Worksheet form, and a written description of Learning Objectives.
  - Compensation for the internship will be in the form of academic credit first. Only work exceeding 130 hours or the academic hour requirements for a department (whichever is higher) will qualify for paid compensation (e.g. a project requiring 150 total hours will be eligible for 20 hours of compensation.) Internship hour requirement pertain to every semester the project is active. *See Internship Equation Workshop for suggested calculations.*
  - Requests for wages shall be comparable to AS student wages or shall not exceed the California minimum wage by more than 5%.