

# Colorado College EcoFund

## Funding Guidelines

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### Overview

The mission of the EcoFund is to promote the design and implementation of campus sustainability initiatives that align with Colorado College's (CC) core value of "nurturing a sense of place and an ethic of environmental sustainability," as well as the United Nations Sustainable Development Goals (SDGs). Funding is provided through a partnership with Bon Appétit and is managed by the Office of Sustainability at Colorado College. The EcoFund allocates resources in accordance with established guidelines.

### Funding Eligibility

Funding from the EcoFund is available to currently enrolled students, as well as members of the CC faculty, staff, or administration. Funding will be awarded to applications categorized as projects, events, or research, but will collectively be referred to as "projects" moving forward. Applications may be awarded up to **\$3,000.00** per project. The final determination of allocated funds to the project will be at the discretion of the EcoFund committee, based on the Funding Foundations and Category Allocations. The amount awarded may vary from year to year based on the funds allocated to the EcoFund.

### Funding Foundations

All funding decisions shall be made regarding projects' ability to meet the following foundations of the EcoFund. These foundations include mission alignment, community engagement, educational impact, and other project benefits.

- **Mission Alignment:** Funding should support projects that align with the [institution's core values](#), alignment with the [United Nation's Sustainable Development Goals](#), and on-campus sustainability initiatives.
- **Community Engagement:** Projects should foster meaningful collaboration between the campus and/or the surrounding community, promoting shared goals and resources. Projects should also include an explanation of how students are directly involved in the project or indirectly engaged in its outcomes.
- **Educational Impact:** Proposals should demonstrate how a project leads to meaningful educational experiences beyond the application stakeholders, this may include enhanced learning outcomes—both curricular and co-curricular—skill development, and/or student outreach.
- **Other Project Benefits:** Successful proposals should outline the specific advantages the project will deliver to stakeholders. These project benefits could be financial gains, policy change, long-term viability of the project, improved community resources, access to services, etc.

### Application Categories

EcoFund considers the following applications for these types of "projects".

- **Projects:** A planned set of activities designed to achieve specific objectives, such as a product, service, or result.
- **Events:** A planned occasion or gathering aimed at achieving specific outcomes, such as education, awareness, or community engagement.

- **Research:** An investigation aimed at contributing to knowledge, understanding, or innovation in a particular field.

**Projects** and **Events** in the “Project Description” section of the application (see Funding Process) should include the following information. All Projects and Events should have sponsored CC faculty, staff, or administrator to support the project.

- Purpose: Clearly defined aims of the project or objectives of the event.
- Target Audience: Identify who the project or event is intended for.
- Timeline: Schedule outlining key milestones and deadlines.
- Budget: Detailed financial plan, which would include other sources of funding.
- Format and Logistics: Description of the event or project structure and logistics, including venue, date, time, and required materials.
- Promotion & Marketing: Strategies for marketing the event or promotion of the project either during or after-the-fact.
- Evaluation: Metrics and methods for assessing project outcomes and effectiveness and/or planned assessment of the impact of the event.

Proposals for **Research** must include the following to be eligible for consideration.

- All applications under Research must be conducted through an official CC department or office. Students must be sponsored by a CC faculty or staff member who will supervise the project and provide guidance.
- The proposal must demonstrate that it has the resources needed to complete the entire project before EcoFund funds are made available. Costs for research can vary widely depending on the type of research, please read through funding restrictions and category allocations.
- A one to two-page research proposal must be submitted with the application. The proposal must include:
  - Title
  - Introduction
  - Objectives
  - Methodology
  - Timeline
  - Budget
  - Expected Outcomes

### **Funding Restrictions**

The EcoFund does not fund the following:

- Funding for club membership, national affiliations, and/or state delegations
- After-the-fact spending, personal reimbursements, and/or repayments of debt
- Donations to organizations or entities on or off campus
- Funding for the purchase of alcohol, tobacco, or firearms (see Category Allocations)
- Security deposits or any fees incurred due to damage
- Projects aimed at building retrofits or equipment upgrades (see Category Allocations)
- Personnel costs: salaries, wages, benefits, and overtime pay (see Category Allocations)

All purchases and expenses must be approved by the EcoFund in the original proposal. Changes in funding must be approved and discussed with the EcoFund before they are made, or expenses are incurred.

## **Category Allocations**

EcoFund will allocate funding for the following areas, though it is not limited to those listed below. All areas will require documentation in quotes.

- **Venue:** Rental fees for the project space.
  - EcoFund **does not** cover security deposits, or any fees incurred due to damage to the venue.
- **Food & Catering:** Expenses for food and beverages provided to participants during the project or event include catering services, supplies, and any necessary cutlery.
  - EcoFund **does not** cover the purchase of alcohol or tobacco under this section.
- **Equipment:** Funding can be allocated for purchasing or leasing essential equipment needed to complete the project. If you are purchasing equipment, EcoFund will ask that it be incorporated into an existing Colorado College office or department. For larger equipment purchases, applicants must demonstrate a plan for maintaining, protecting, and storing the equipment. After the EcoFund grant period, the costs for upkeep, future upgrades, and replacement parts will be the responsibility of the identified office or department, not EcoFund.
  - EcoFund **does not** cover equipment upgrades that are not critical to the project completion.
- **Supplies, Materials or Decor:** Costs for materials, tools, or other resources required for project activities.
- **Marketing and Promotion:** Expenses for advertising the project, such as printing flyers, online ads, social media promotions, printing posters, etc. If sponsored by the EcoFund, marketing materials should include the EcoFund logo, which will be provided.
- **Speaker Fees:** Any speaker(s) paid for by EcoFund must be for the benefit of the campus. All speaker fees must include an all-inclusive quote (airfare, lodging, accommodations, and speaker fees).
- **Conference Registration Fees:** EcoFund will support costs associated with the following activities such as lectures, conferences, symposiums, summits, and similar events. For applications that include conference registration fees, recipients will be required to report back to the EcoFund after the event and propose a deliverable related to their participation in the conference, workshop, course, or training, etc.
- **Travel Expenses:** Funding for transportation includes airfare, accommodation, meals, ground transportation, parking fees, travel insurance, and incidental related to the following areas: conferences (lectures, symposiums, and summits) and workshops, training sessions, fieldwork, and exhibitions.
  - Travel expenses are capped at \$1,500 per person per proposal.
  - Airfare and accommodation must be booked at the most economical rates.
  - All travel expenses must be tied to a single project proposal, regardless of the number of individuals involved. For example, if a research project includes five individuals requesting travel expenses, the total requested amount of \$1,500 per person cap would exceed the \$3,000 limit. In this case, the total would be split equally among them, resulting in \$600 each. We will not accept multiple proposals for the same project to increase funding opportunities.
- **Contingency Funding:** Each project will include a 5% contingency fund of the total budget, set aside for any unexpected expenses that may arise during the project.

Specific costs that may be associated with **Research** that the EcoFund will cover include, but are not limited to:

- **Personnel Costs:** Consultant fees may be awarded up to one-third of the total requested amount.

- A consultant is a professional who provides expert advice and specialized services in a particular area to an organization. Consultants may be hired for specific research projects on a contractual basis, bring their expertise to guide decision-making and enhance organizational effectiveness.
- EcoFund **does not** cover expenses associated with personnel costs which may include salaries, wages, benefits, and overtime pay.
- **Data Collection and Analysis:** Expenses for surveys, focus groups, or statistical software used to analyze research data.
- **Facilities:** Fees for using specialized facilities or resources, such as laboratories, libraries, or research centers for a specific timeframe.
- **Publication Costs:** Fees for publishing research findings in journals, including open-access fees or costs for printing.
- **Outreach and Dissemination:** Costs associated with presenting findings to stakeholders, including workshops, seminars, or community engagement efforts.
- **Ethical Review and Compliance:** Fees for processing applications for ethical review, compliance training, or other regulatory requirements.

## **Funding Process**

Here is a comprehensive overview of the EcoFund process.

### **The Idea**

- If you have an idea, review the funding guidelines to ensure your project aligns with the goals of the EcoFund before initiating the project.
- The EcoFund **highly recommends** contacting the Office of Sustainability at sustainability@coloradocollege.edu prior to applying for funding. They can provide feedback on your project idea, assess the strength of your application, ask clarifying questions, and answer any inquiries about the EcoFund process.
- **Students:** Each project must be sponsored by an office or department and supported by a CC faculty, staff, or administrator. The appropriate stakeholder(s) should be informed of any project that may lead to a new program, pilot project, operational change, or new equipment located in their areas of responsibility.

### **Submit Your Application**

- Applications are accepted on a rolling basis during the year and should be submitted at least **one month** prior to the proposal's anticipated start date. All applications may be submitted through the EcoFund Summit portal.
- Each application will include the following information and are required for submission:
  - General Information
  - Project Description / Research Proposal
  - Written Responses
  - Estimated Timeline
  - Detailed Budget

### **Application Review**

- Once submitted, the EcoFund will review your application. The review process may take up to three weeks. Once reviewed, the applicant will either receive one of three responses:

- **Ready for Funding:** The application aligns strongly with the EcoFund mission. It is well-thought-out in regard to practicality, clearly communicating the goals of the project. The budget is accurate and reasonable, the timeline is plausible, and there is strong evidence and support for the proposal.  
*Next Step:* Let's plan a kickoff meeting!
- **Needs Work:** The application aligns with the EcoFund mission. There are some questions regarding budget and/or timeline or other aspects to the project, and we want to review the project with the applicant prior to making a final decision. *Next Step:* Let's revisit the application together. There may be a list of questions sent to address concerns.
- **Does Not Fit:** The application either loosely or does not align with the EcoFund mission. Regardless of the level of detail, the Eco Fund is not the appropriate funding source for this proposal.
- **Kickoff Meeting:** If the application has been approved, a kickoff meeting will be scheduled with the applicant and an Office of Sustainability staff member along with any other necessary persons. The purpose of the meeting is to confirm a mutual understanding regarding funding, project timeline and completion, communication expectations, and any maintenance.

### Management of the Project

- Applicants are responsible for the complete execution of their proposed projects. While the Office of Sustainability and sponsoring CC faculty, staff, or administrators are available for support, the applicant must lead the initiation, planning, implementation, and conclusion of the project.

### Project Follow Up

- A final report is asked to be submitted via email within 30 days of project completion.
- This report should include the following information:
  - A review of measurable impacts, as it benefits CC students and sustainability initiatives on-campus
  - Updated budget sheet indicating the actual amount of funding that was spent. If all funds were not spent, an Office of Sustainability will work with the applicant or stakeholder to transfer funds back to the Eco Fund.
  - Picture or video of the in-progress or completed proposal. Each project will be highlighted on the Office of Sustainability website with a visual.

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For any questions about the EcoFund, please contact [sustainability@coloradocollege.edu](mailto:sustainability@coloradocollege.edu).