**Green Fund Funding Guidelines and Criteria**

If you are considering applying for a Green Fund grant, please **carefully read all** **the below information** **before submitting your application**. Applications can be submitted by completing the [Qualtrics application](https://uwrf.co1.qualtrics.com/jfe/form/SV_eJt4QPfOK0A9Fky) linked here.

1. **Green Fund Grant Program Details**
	1. There is no minimum amount required to submit a Green Fund application. However, the maximum grant amount is $15,000.
		1. There may be limited exceptions to the maximum amount noted. This must be thoroughly discussed with and within the Green Fund Committee, and clearly noted on any applications.
	2. Grant applications will be accepted on a rolling basis throughout the academic year and will be reviewed by the Green Fund Committee.
	3. Applicants requesting grants over $5,000 will be required to present their proposal to the Green Fund Committee. Grants of this size are extremely limited, and applications will likely take longer to review.
2. **Applying for a Green Fund Grant**
	1. The Green Fund is available to all current students, faculty, and staff at the University of Wisconsin – River Falls.
	2. The Green Fund is intended to provide financial support for projects that would otherwise not be implemented and that adhere to the Sustainable Campus Community Plan (SCCP).
		1. Projects that improve UWRF’s sustainability as evaluated through Sustainability Tracking, Assessment, and Rating System (STARS) will be given priority.
		2. Green Fund grants will not be provided to projects or events that could be covered through other forms of funding (e.g., single event funding).
	3. To apply for a Green Fund Grant, applicants must submit a Green Fund application, which can be found at this [Qualtrics link](https://uwrf.co1.qualtrics.com/jfe/form/SV_eJt4QPfOK0A9Fky). The Green Fund Committee will review each application to decide ultimate project funding. If you do not address one or more of the criteria listed in the application, your application will not be submitted for review.
		1. We encourage you to meet with our Office of Sustainability to discuss your project. Please email sustainability@uwrf.edu if you are interested in setting up a preliminary meeting.
3. **Funding Details**
	1. Those who may be impacted by the project, including, but not limited to, administrators, staff, and/or building managers must be contacted before funding is awarded.
	2. If not fully fledged in the initial application, a specific and detailed budget must be devised, including all anticipated costs for the project. This budget must fall within the amount of funding awarded and must be approved by the Green Fund Committee. If this step cannot be completed, any awarded funding may be withdrawn.
		1. Specific labor and/or material costs may vary once fully implemented, but the total amount spent must fall within the amount awarded.
		2. Unexpected challenges may arise. In this case, awardees may discuss any challenges and deviations from the approved budget with the Green Fund Committee before implementing any action not included and approved in the initial application. This does not guarantee that additional funding will be awarded.
		3. Unused funds will transfer back to the Green Fund to be used on other Green Fund grant projects.
	3. Awarded funding cannot be utilized for the following:
		1. Reimbursing student time and/or labor that is related to academic course credit (e.g., an independent study or internship that is counting towards a student’s course credits).
			1. If student time is not related to academic course credit, funds can be used to reimburse student time and/or labor.
		2. Purchasing gift cards.
		3. Materials or labor outside of the approved budget, unless discussed with and approved by the Green Fund Committee.
4. **Reporting**
	1. Recipients of Green Fund grants are required to report to the UW – River Falls Office of Sustainability.
	2. Reporting requirements are listed below.
		1. All recipients must submit a written report and a photo within one month of completing a funded project. The report and photo should be submitted to the UW – River Falls Office of Sustainability at sustainability@uwrf.edu.
		2. Recipients of Green Fund grants exceeding $5,000 will be required to present the results of their projects to the UW – River Falls Office of Sustainability, the Green Fund Review Committee, and any other relevant departments.
		3. Both written reports and final presentations should include the following:
			1. Project overview
			2. Key stakeholders
			3. Implementation procedures
			4. Project results, including the impact the project has on campus
			5. Lessons learned and future recommendations
			6. Project photos
			7. A project marketing and publicity package, including a press release and social media graphics/photos
			8. Any related or relevant information