

Sustainability on campus projects submission guidance and templates



The University of Greenwich encourages its staff and students to consider and develop projects around and within its estates that can improve environmental and social outcomes. If you have an idea that can for example, reduce energy, improve student wellbeing then complete this template. Funding may be available to assist you with your idea/s.
Good Luck!

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Introduction

The University of Greenwich is a sector leader in sustainability and is looking for enthusiastic students and staff to initiate interesting and engaging projects. These projects will improve the sustainability of the organisation through projects focused on improving its estate, including its buildings and grounds.

Through this process you can apply for funding or support from the University of Greenwich.

You may also get in contact if you would like assistance in applying for external funding.

Your Sustainable Development Unit team

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Step 1: Thinking about starting a sustainability project on campus?

The Sustainable Development Unit (SDU) and the University of Greenwich are keen to involve students and staff in sustainability.

For transparency and fairness, we have put together some guidance for project submissions. The following process will help you develop and deliver a project that can produce the most beneficial outcomes. The university will be able to provide some level of support in your development and delivery and the template will identify how best this collaboration can occur. Projects should aim to meet the following objectives:

- To improve the sustainability of the university (have a look at our [Sustainability Policy](#) and [our blog](#) for an overview of what we do). This needs to focus on projects that improve the sustainability of the buildings, their systems (such as energy and water efficiency) and the grounds (for example developing projects that help engage our students with biodiversity).
- To enable communities to be created and maintained that last the life of the project
- To not add to the university's costs for managing its grounds and estates (unless agreed by the university).

It is expected that successful projects would be those that:

- Require little ongoing engagement by university staff (unless strategic and high impact in nature) (self-sufficient projects are more likely to be successful)
- That are funded from external (non-university) sources unless the case is proven to add value to the University of Greenwich's estate, or if the university has funds available for such projects
- That have a realistic and deliverable plan and exit strategy
- That have little or no liability for the University (including on-going maintenance, management, etc)
- That help the university deliver its sustainability commitments
- That engage and connect the wider university community.

The university is also looking for exceptional ideas that may not completely fit with the above objectives. We encourage such projects also to be submitted.

Project Ideas Bank

What follows is a list of project ideas which could be considered by the Project Fund.. This is not by any means an exhaustive list.

Waste: We would like to support projects which encourage students and the wider community to follow the waste hierarchy in regards to waste - reduce, reuse, recycle. This may include:

- An arts project or exhibition open to the wider community using solely recycled and reused materials.
- Waste reduction, recycling schemes, composting schemes, or a wormery for your institution.
- Projects that reduce littering.

Energy: Projects which facilitate the startup of a basic community energy scheme.

- A campaign to reduce energy use in halls or University buildings.
- Projects which facilitate the installation of Energy Efficiency improvements on or around campus.
- Behaviour change campaigns/ projects which get students to reduce their energy use.

Biodiversity: Growing spaces which are planted by students and the local community to grow fruit either on the grounds of the college/ University or in the community.

- A project which improves and enhance a local green space or piece of wasteland.
- Projects that enable students to develop wildlife friendly spaces.
- Bee-friendly planting.

Water:

- Water saving campaigns in halls.

Food:

- Setting up an on-campus farmer's market to sell locally sourced produce.
- Cookery sessions using fresh local produce which encourages people to think about where their food comes from.
- A mini-enterprise e.g. a soup stall using sustainable local produce.
- A campaign about seasonal eating.

Transport:

- A 'cycle or walk to University' campaign.
- A Travel App.

If you have identified a sustainability project idea that you would like to take forward, you can begin this process, good luck! (Stage 2)

Stage 2: Contact SDU for initial feedback, and then speak to ‘specialists’

If you’ve got a project that you think has potential, the first place to start is to contact the Sustainable Development Unit on sustainability@gre.ac.uk or 02083318813. We will log your call and give you the contact details for the best people to speak to (‘specialists’) around the university/union who can help develop your project.

Get in contact with the specialist- and really take their advice on board.

Stage 3: Write proforma and submit to SDU

The proforma should be approximately 200 words long and answer the following questions:

- Where the project will take place?
- Who will lead the project? Who else will be involved?
- Who will your main stakeholders be? (brief)
- What is the timescale for the project?
- How long will the project go on for?
- What sources of funding are you considering?

Who will review your proforma?

SDU reviews project campus managers/appropriate groups (Carbon, food, biodiversity)

At this stage you can sit back and relax for a bit as we review your project idea with the relevant university or union groups or committees. Feedback will be given by individuals and groups to the SDU to consider. When there not a clear cut decision, the proposal will be scored by a panel within 3 weeks, with the scores returned to the SDU. These will be reviewed and a short overview report produced highlighting the strengths, weaknesses and support for the project idea.

Stage 4: Project submission form

If we think your idea has legs after stage 3, we will send you a project template to fill out.

This template will help you with planning and consideration of your project and all projects will have to submit a fully completed template to ensure fair process. Once completed it will be reviewed by a small panel of UoG staff, students and an SU representative. They will assess the project to ensure it is deliverable and that it has the best potential for long-term success. For some large scale/high impact projects a further, more detailed submission may be subsequently required.

Please see the bottom of the form for the eligibility criteria for funding.

Please return to sustainability@gre.ac.uk with the title "Sustainability Project Submission- (Project Name)" also include the campus location in the title.

Section One: About you and your project team:

All projects and campaigns should have a Project Leader. Please enter details of your Project Leader here:

Name of Project/Project Group:	
Name of Project Leader:	
Student/staff	
If student, student number, degree title and year:	
If staff, job title and department/faculty:	
Project Leader email:	
Project Leader phone number:	
Project Leader address:	

Although it is not compulsory, some projects or campaigns will have a staff mentor, particularly if a large team is involved or if the project is quite ambitious. This could be one of the 'specialists' that you spoke to in stage b. If this is applicable to your team, please enter your mentor's details here:

Name of Academic Staff Mentor (if applicable):	
Position of Academic Staff Mentor (if applicable):	
Academic Staff Mentor contact number (if applicable):	
Academic Staff Mentor email (if applicable):	

Additional details:

When did your project team/group start?:	
How many people are involved in your group? (please also state the number of volunteers and informal helpers):	
What experience can the project leader and project team bring that will in delivering this as a successful project?	
Does this project add to your job/degree? If so how?	
If you are a student how will this project add to your employability?	
Where did you hear about this project submission initiative?:	

Section Two: About your Project

Project Details			
Project Title:			
Timescale of Project (i.e. when do you expect the project to start and finish):			
Does this require funding?	Y/N		
What is the estimated total cost of your project?:	£		
What is the estimated breakdown of key costs for the project?			
What is the expected funding source? (please tick all that apply and state amount applying for) External funding includes crowd sourcing, sponsorship, grants, membership fees etc.	Y/N	Source of funding	Amount applying for
		University of Greenwich (Estates and Facilities or other internal)	£
		External funding (SDU can assist with the funding application)	£
		External funding (SDU can assist with the funding application)	£
Project outline (300 words):			
<p>Use the box below to provide a full statement. You may want to consider explaining the following:</p> <ul style="list-style-type: none"> • The aims of the project; • Who will benefit from the project; • How this project will encourage sustainable living and/or positive environmental behaviours in your community (e.g. environmental benefits, social benefits and economic benefits); • How the project will be supported; • How you intent to monitor and report on the progress of your project and the impact it has on the community (e.g. the number of beneficiaries, feedback of participants etc.). • How your project involves student volunteers in its planning and delivery. <p>Please use the criteria in the guidance notes to help you.</p> <p>Attach additional information as relevant, including quotes for any costs.</p>			

Please state where the project will be based. If it is a project that will impact on the landscape, please provide a map and as much information as possible. If the project is a physical change to the University estate, please submit some designs and explanation.

Where will the project be located? Please provide a map with its location if it is a landscape project.	
If applicable, do you have any designs of the project? Y/N. If so please provide up to a maximum of 5 images via email with annotations as appropriate.	
Do you expect any staff including those from Facilities and Estates to be involved in the project? If so how?	

What are the goals, benefits and outcomes you expect from the project (please provide a maximum of 10) How much does this project contribute to each of your outcomes? (scale 1-10 (1 not at all, 10 extremely). Please include notes as appropriate, particularly explaining areas of strength

Outcome	Score	Notes
What are the key determinants of success of the project (please provide a maximum of 10).		
Which of the university's KPIs does the project support (e.g. KPI # 11 - Enterprise partnerships per year) ? (http://www.gre.ac.uk/data/assets/pdf_file/0003/712947/Strategic-plan-summary.pdf)		

It is important for us to understand the timeline of your project, when it will be launched and delivered.

Key part of project	Months (e.g. 6/2016-7/2016)
From go ahead:	
Development and design	
Community engagement & building	
Implementation	
Launch	
Ongoing management	
Do you think there will be a point where the project will no longer need any input from your project team. If so at what point?	
When will the project be delivered & maintained (is this during work/study times?)	

List up to 10 main risks of this project (scale 1-10 (1 non-existent/low, 10 extremely high). If Non Applicable state NA). Add any notes as appropriate		
Risks	Score	Notes

Have you reviewed the guidance for project submissions? Yes/No	
How useful was this in your submission?	
How could this be improved?	
How did you find the whole project submission process? How could it be improved?	

If you have any additional comments, please state them here:	
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Section Three: Declaration

Please confirm the following:

1. I am authorised to make the application on behalf of the above project team/ group.
2. I certify that the information contained in this application is correct.
3. If the information in the application changes in any way I will inform the SDU.
4. I give permission for the SDU to contact my team/ group by phone, mail or email with information about its activities and about funding opportunities

Signature:	
Name:	
Date:	

Section Four: Checklist

Please enclose the following with your application – we will only process it when we have received them.

- ☐ All sections of this application form are completed.

- ☐ You have signed the form.
- ☐ You have included any additional pages describing your project if needed.
- ☐ You have included copies of quotes/ catalogue pages/ or other capital costs.

Section Five: Sending your application and additional support.

Please send your application with enclosures (see checklist above) to: sustainability@gre.ac.uk.

PLEASE KEEP A COPY OF THIS APPLICATION FOR YOURSELF

Guidance

In order to secure funding, you must meet the general eligibility criteria, as well as the specific eligibility criteria for whichever fund you are applying to.

Any projects with a score above 25 (average across all assessors) are put through for funding. Each criteria is scored out of 3:

0 – criterion not met;

1 – criterion partially met;

2 – criterion met;

3 – criterion met to very high standard.

Any projects which don't meet the essential criteria are automatically rejected funding until this criteria is met.

General eligibility criteria:

Criteria	Essential/ non-essential
Can you clearly explain how the project will improve the sustainability of the University of Greenwich's estate or grounds.	
Does the project primarily benefit people or causes in and around Greenwich and Kent?	Essential
Does it contribute to the Greenwich Sustainability Policy ?	Essential
Does it contribute to other Greenwich sustainability related policies? (Sustainable food policy , Biodiversity policy , Sustainable Procurement Policy)	Desirable
Does it have a measureable sustainability impact? (including details of how this will be measured)	Essential
Is there an established project group?	Essential
Is there sufficient staff/academic support?	Essential
Does the project have volunteer support?	Desirable
Does the project do at least one of the following: <ul style="list-style-type: none">• Encourage sustainable behaviour change;• Tackle an environmental problem;• Educate and/ or raise awareness to others about sustainability.	Essential
Project must propose how it will be viable for the duration of the funding	Essential
Does the project have demonstrable benefits beyond the lifetime of the funding?	Desirable.
Does the project tackle environmental sustainability issues?	Desirable.
Does the project tackle social sustainability issues?	Desirable.
Does the project tackle economic sustainability issues?	Desirable.

Eligibility criteria for University of Greenwich (SDU) funding:

Criteria	Essential/ non-essential
Is the applicant a current University of Greenwich student or member of University staff?	Essential
Project must be able to report measurable sustainability impact to the relevant group (e.g. Biodiversity steering group, Sustainable Food and Fairtrade steering group)	Essential
Will the project provide sustainability benefits within 6 months of funding?	
Project must involve students, staff and/or members of the community	Desirable
Does the project improve the University estate as well as deliver sustainability benefits	Desirable

Exclusions

Exclusions	Included in the project funding application? Y/N	Comments
Primarily benefits people/causes outside of Greenwich or Kent		
Promotes religion		
Promotes support for a particular political party		
Retrospective funding		
Hospitality fees		
Management fees		
Personal equipment		
Are there any ethical and PR implications from this project		