

Request for Proposals for Funding by the UIC Green Fee
Letter of Inquiry Deadline: September 20, 2013
Final Proposal Deadline: November 15, 2013

In 2011, the Board of Trustees approved the UIC Green Fee as an initiative to improve the quality of campus operations, reduce UIC's environmental impact, and, most importantly, generate awareness about environmental issues by creating opportunities for students' involvement. Paid for by all professional, graduate and undergraduate students, the Green Fee will be used to enroll UIC in the Environmental Protection Agency's Green Power Partnership Program, which requires UIC to purchase a minimum of 3% of its total electricity purchases from renewable energy sources. Furthermore, the fee will also be used to fully fund small, short-term projects, as well as subsidizing larger, long-term projects.

Currently, the Green Fee Advisory Board (GFAB) is requesting proposals to fund sustainability, energy efficiency and conservation, and/or renewable energy projects on campus. Approximately \$150,000 is available to support proposals in 2013-2014 that help increase the use of clean energy technologies on campus and that aid in establishing a sustainable campus environment by expanding such areas as composting, landscaping, or transportation initiatives, while also reducing waste and conserving resources. This is separate from the funding of the Green Power program. Funding proposals must address the three pillars of sustainability - environmental protection, social equity, and economic benefit - and align with the goals of the UIC Climate Action Plan.

While we recognize that all projects will have capital costs included in their budgets, the fee is considered a genuine extension of UIC's sustainability commitment and should not be intended as a substitute for university budget cuts.

For questions regarding the guidelines and the application, please contact **UICGFAB@uic.edu**.

Who can apply: All UIC students and student organizations are eligible to apply. If needed, the GFAB will help provide access to campus resources and personnel to approve projects. GFAB can also suggest other entities that may provide funding or other assistance.

Application process: Applicants are required to submit a Letter of Inquiry (LOI) by September 20, 2013. Following the review of LOIs, the board will notify all applicants via email by the end of February if they have been selected to submit a full proposal. Full proposals must be submitted by Friday, November 15, 2013. Grantees will be notified by the end of the spring semester. The board reserves the right to issue a second call, directly invite one or more proposals of interest, and/or to hold funding for future years.

LETTER OF INQUIRY

The Letter of Inquiry allows the GFAB to pre-screen proposals for appropriateness, feasibility, and campus impact. Furthermore, it should provide a rough estimate of the breakdown and total cost of the project, including expected completion and cost savings, if any. Projects that pass this stage will be invited to prepare a complete proposal for consideration by the board, which will be due on November 15. The Letter of Inquiry form can be found here: <https://uofi.uic.edu/fb/sec/3851863>

Funding Criteria

In addition to the quality and completeness of the proposal, the board will evaluate projects based on the following criteria:

- High visibility and educational exposure on campus
- High level of student involvement or employment
- Long-term cost benefits
- Interdisciplinary collaboration and research
- Incorporation of the three pillars of sustainability - environmental protection, social equality, and economic benefit

Additional aspects of project that can add value:

- Indirect energy impact
- Budget effectiveness, cost sharing, and leverage of external funds (Please count any staff time or internal resources provided toward cost sharing)
- Likelihood for success
- Creativity
- Education and outreach

Project Rules & Restrictions

- Funding will not be given to projects that are fundamentally for research purposes only. Projects with a research component, however, will be fully considered.
- Funding is subject to any University restrictions including bidding process and site approval.
- All funding recommendations made by GFAB must be approved by the Office of Student Affairs and Office of the Vice-Chancellor for Administrative Services.
- If the proposal is approved for funding, the board is permitted to post the entire proposal on its website, and/or publicly disseminate any and all information pertaining to the proposal.
- Quarterly status reports and account statements detailing spending of awarded funds will be required until the completion of the project. Additionally, a comprehensive final report is required on project completion, a case study prepared for the NWF Campus Ecology Program (if appropriate), and a project presentation carried out (if appropriate).
- The entity carrying out the project is expected to acknowledge the board's support in any public communications, and carry out activities, as appropriate, to publicize the project and the board's support.
- All projects are required to be completed by May 2015. Exceptions are possible at the board's discretion.
- Any changes in scope, timeline, or budget must be approved by GFAB.
- GFAB funding can be withdrawn in cases of change of scope, inadequate progress, or lack of communication.