

DASB Environmental Sustainability Committee 2018-2019

APPLICATION FOR



Thank you for your interest in applying to Eco Fund!

This application is accepted throughout the 2018-2019 school year. Application can be submitted either by hard copy to the Office of College Life during opening hours, or by email to the DASB Environmental Sustainability Chair at the email listed below. It must be filled out completely (all pages), or your project funding request may not be considered. Attach additional sheets if necessary.

If you have any questions please contact DASB Environmental Sustainability Committee Chair, Takuto Ueda at escommittee.dasb@gmail.com

-- Important Information --

Eco Fund Review Process

All applications will be reviewed by ES every quarter (except summer session) on:

Week 7 in the ES Meeting

Voting & Approval of Eco Fund Proposals by ES on:

Week 7 in the ES Meeting

Approved Proposed Projects Reviewed by Finance Committee on:

Monday of Week 9 in the Finance Meeting 3:30PM in the Student Chambers

If approved, Projects go to the General Senate Meeting on:

Wednesday of Week 10 at 4:00pm in the Student Chamber for review and first vote.

If approved by Senate, DASB-- final vote on proposed Eco Fund projects will be voted in the special senate meeting with financial allocations to follow briefly after.

Below you will find the requirements for Eco Fund project proposals. These are directly from the ECO FUND CODE (FULL Code can be found online at

<https://www.deanza.edu/dasb/documents/codes/DASB-Eco-Fund-Code.pdf>).

Article V: Project Selection

Section 1: General Requirements for Funded Projects

All projects to be considered for Eco Fund funding must meet the following criteria:

- A. Projects shall reduce De Anza College's negative impact on the environment.
- B. Projects shall have publicity, education and outreach components.
- C. Projects shall have received all necessary written approval by appropriate campus officials prior to consideration.
- D. Projects shall be financially sustainable. Meaning that projects should be able to sustain themselves after the initial funding award.
- E. Projects shall be accessible to all De Anza College students.
- F. Projects involving an event must have an audience with a student majority.
- G. Only De Anza College students, faculty, staff, and organizations are able to submit project proposals.
- H. The Eco Fund will not fund projects already mandated by law or De Anza College policy.
- I. All projects shall have a mechanism for evaluation and follow-up after funding has been dispersed. All funded projects must submit the required project updates and final reports.
- J. Student participation shall be highly encouraged in all projects.
- K. Projects shall not request funds for faculty or staff compensation or payroll.

Section 2: Preference for Proposed Projects

The DASB Environmental Sustainability Committee shall give preference and priority to projects proposals that also meet the following criteria. However, meeting these criteria is not required for projects to be considered for Eco Fund funding.

- A. Preference will be given to projects that demonstrate the greatest reduction in De Anza College's negative environmental impact for the least cost.
- B. Preference will be given to projects that will complement existing sustainability programs and projects in place on campus.
- C. Preference will be given to projects that are highly visible, impact daily student life, and/or reach a wide demographic within the De Anza College community.
- D. Preference will be given to projects led by De Anza College students or that involve students in their implementation.
- E. Strong preference will be given to projects that will have a lasting impact on De Anza College campus beyond their completion.

Article VI: Other Rules Governing the Eco Fund

- A. Funds allocated to a project that are not spent within the project timeframe and within the same fiscal year shall be returned to the Eco Fund account for reallocation.
- B. Eco Fund funds are not to be used or reallocated for purposes other than those described in this document.
- C. Eco Fund funds shall not be used for any purposes that violate De Anza policies and procedures.
- D. All intellectual property generated through the use of the Eco Fund funds shall become the property of De Anza College.
- E. All materials and equipment purchased with Eco Fund funds shall become the property of De Anza College and must be provided to the College upon completion of the grant.

Eco Fund Project Proposal 2018-2019

General Information Project Name:

Total Amount Requested:

(ALL Teams MUST also submit NEW BUDGET REQUEST FORM found online at <https://www.deanza.edu/dasb/documents/forms/Finance-Comm-Agenda-Fund-41.pdf> or at the flyer stand outside the DASB senate office.)

Select the topic area(s) that best describe the project:

Energy & Water Efficiency Waste Reduction Sustainable Transportations

Recycling Environmentally Sustainable Purchasing Food Justice

Other Sustainable Project

Project Team Information

Staff Advisor

(If you are unable to find a Staff Advisor, please contact the ES Committee right away)

Name: _____

Email: _____

Phone Number: _____

Project Team Lead:

Name: _____

Email: _____

Phone Number: _____

Project Team (feel free to add more rows if necessary)

<u>Name</u>	<u>Email</u>	<u>Phone Number</u>

Project Specifications:

Please keep your responses to no more than approximately 300 words. Feel free to attach additional pages as needed.

Project Description

Please provide a brief description of the project, the goals, and the desired outcome.

Please explain how will the project improve the sustainability of the De Anza College Campus.

Where will the project be located? Will special permission be required to enact the project on this site? If so, please explain and attach any written approval by appropriate campus officials at the end of the application. *(If project requires installing any additional items to any part of the current facilities at De Anza please complete the Campus Facilities Recommendation section at the end of the application)*

Other than the project team, who will be involved in the project? Please list other individuals, groups, or departments affiliated directly or indirectly by the project. Please attach letters of commitment or support at the end of the application. *(For example, if your project team is working with a club or class, please include their role in your project)*

Please indicate how this project will involve, impact or empower De Anza College students.
What role will students play in the project?

Have you applied for Eco Fund before? If so, for what project?

Scope & Schedule

What is the plan for project implementation? Describe the key steps of the project including the start date, target completion date(s), target date for submitting a final report, and any significant tasks or milestones in the table below. Please be as detailed as possible. Insert additional rows if necessary.

<u>Task</u>	<u>Timeframe (# of weeks)</u>	<u>Estimated Completion Date</u>

TO BE COMPLETED BY STAFF ADVISOR:

DASB believes that successful projects are created with the collaboration between students and mentors. As the advisor of this project, you are agreeing to mentor and guide this project. Please submit a written statement (1 page) describing your support of this project, and how you intend to support the project team.

CAMPUS FACILITIES RECOMMENDATION

This space is for the Campus Facilities Director to voice concerns regarding the project and suggest changes in order for the project to continue.

FINAL NOTE TO APPLICANTS: Thank you for applying to the Eco Fund! We look forward to reading your project proposal. If you have any questions or run into any problems-- feel free to contact us at escommittee.dasb@gmail.com or come to our ES Committee Meetings Friday 3:30 - 5:30pm in the Senate Office, located in the Lower Level of the Campus Center.