



ECO FUND

# ECO FUND CODE

*This Edition Amended: 11/7/2018*

# **DASB ECO FUND CODE**

## **TABLE OF CONTENTS**

Article I	Mission Statement	1
Article II	Vision	2
Article III	The Eco Fund	3
Section	(1) The Eco Fund	3
	(2) Duties and Voting	3
	(3) Conflict of Interest	3
Article IV	The Eco Fund Coordinator	4
Section	(1) Responsibilities of the Eco Fund Coordinator	4
	(2) Hiring the Eco Fund Coordinator	4
	(3) Salary of the Eco Fund Coordinator	4
Article V	Project Selection	5
Section	(1) General Requirements for Funded Projects	5
	(2) Preference for Proposed Projects	5
Article VI	Other Rules Governing the Eco Fund	6
Article VII	Funding	7
Article VIII	Accountability, Records and Reports	8
Section	(1) Accountability to the Student Body	8
	(2) Accountability of Projects	8
	(3) Records and Reports	8

## **ARTICLE I: MISSION STATEMENT**

The mission of the DASB Eco Fund is to make a significant and ambitious contribution to the global efforts of combating climate change by providing financial resources for student-driven projects that limit or reduce De Anza College's negative impact on the environment. The DASB Eco Fund will allocate funds to projects that promote energy and water efficiency, waste reduction, sustainable modes of transportation, environmentally responsible purchasing, recycling, food justice, as well as to projects that increase the use of renewable resources and the sustainability in operation of the De Anza College. Portions of the fund will also support green procurements and education initiatives.

## **ARTICLE II: VISION**

The DASB Eco Fund shall aim to:

- A. Situate environmental sustainability at the heart of our campus culture and character.
- B. Create leaders and conscious citizens that will continue to work on making the world a more sustainable and safer place upon graduation.
- C. Give De Anza College students a voice in campus sustainability and environmental issues.

## ARTICLE III: THE ECO FUND

### **Section 1: The Eco Fund**

The DASB Eco Fund will be supported by student fees and administered through the De Anza Associated Student Body Senate.

### **Section 2: Duties and Voting**

- A. It shall be the duties of the DASB Environmental Sustainability Committee to:
  - 1. Provide resources and advice for students pursuing sustainability-related projects prior to the application and after the selection of projects.
  - 2. Review project proposal and meet with the applicants to ask specific questions to regarding their project proposals.
  - 3. Select project proposals that align with the Eco Fund mission statement, vision, guidelines, relevance to the De Anza College's student body, and adherence to the De Anza College policy, and recommend them to the DASB Finance Committee to be consider for funding.
- B. It shall be the duties of the DASB Finance Committee to:
  - 1. Review the project proposals recommended by the DASB Environmental Sustainability Committee.
  - 2. Meet with the DASB Environmental Sustainability Committee to ask specific questions regarding the selected project proposals.
  - 3. Determine if the selected project proposals are to be funded entirely or partially considering their relevance to the De Anza College's student body and their consistency with the Eco Fund mission statement, vision, and guidelines.
- C. All guidelines described in the DASB Finance Code will be followed in allocating funds to budgeters

### **Section 3: Conflict of Interest**

The Eco Fund shall be conducted in such a way as to prevent conflicts of interest. All potential conflicts of interest discovered will be made public. To this end, each DASB Senate member must publicly disclose all campus groups and organizations of which he or she is a member. Where appropriate, the Senate members shall recuse themselves from voting on funding allocations for projects proposed by such groups.

## **ARTICLE IV: THE ECO FUND COORDINATOR**

### **Section 1: Responsibilities of the Eco Fund Coordinator**

There will be one student position referred to as the Eco Fund Coordinator. The Eco Fund Coordinator works under the direction of the DASB Environmental Sustainability Chair and is supervised by the DASB Senate Advisor and exists to meet the needs of the DASB Senate regarding the Eco Fund.

The primary responsibilities of the Eco Fund Coordinator will be:

#### **A. DASB Senate**

1. Inform and support the DASB Senate, the DASB Environmental Sustainability Committee, and the DASB Finance Committee on issues regarding the Eco Fund.
2. Facilitate communication between project grantees and the DASB Senate, the DASB Environmental Sustainability Committee, and the DASB Finance Committee.
3. To work with DASB Environmental Sustainability Committee members to solicit and support the development of new projects of interest to Eco Fund.
4. Coordinate the presentation of proposals to the DASB Environmental Sustainability Committee.
5. Follow them on project status and report back to the DASB Senate.

#### **B. Project Management**

1. Support prospective grant applicants.
2. Support Eco Fund funded projects and track their progress, ensuring all projects are meeting Eco Fund grant and program policies.
3. To generate award documents for all Eco Fund funded grants.
4. To collect progress reports and final reports from all on-going Eco Fund funded projects.

#### **C. Communications**

1. To market and raise awareness of Eco Fund's activities and funded programs and projects.
2. Develop and maintain all forms of the Eco Fund communications and publicity.
3. Publicize the Eco Fund funding cycle and projects which receive funding.
4. Collect project feedback from the DASB Senate, the DASB Environmental Sustainability Committee, and the DASB Finance Committee, and distribute to project applicants.

#### **D. Budget & Administration**

1. Manage the Eco Fund budget and other administrative tasks.
2. To maintain all records of the Eco Fund's activities, communications, and funded programs.
3. To ensure Eco Fund funds are spent appropriately by awardees.
4. Prepare annual budget recommendation including any staffing needs.

### **Section 2: Hiring the Eco Fund Coordinator**

The DASB Senate will employ the Eco Fund Student Coordinator in cooperation with the Office of College Life, which will conduct the hiring process (this includes setting the criteria for employment, marketing the position and providing the necessary support for the hiring process). The Office of College Life retains the ultimate hiring and supervising authority.

### **Section 3: Salary of the Eco Fund Coordinator**

Funds for the Eco Fund Coordinator's compensation (salary and benefits) are allocated annually from the Eco Fund (Eco Fund 41 Account) budget before the amount available to be allocated for projects is calculated. The amount of the Eco Fund Coordinator's compensation shall be aligned with De Anza College student employment policies.

A. With the exception of the Eco Fund Coordinator, no other student, faculty or staff compensation shall come from this fund.

## **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 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 student, 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.
- F. When DASB interns or senators apply for Eco Fund, they must not review or vote on any Eco Fund proposal.



## **ARTICLE VII: FUNDING**

- A. A minimum of two application periods will occur each year. Applications will be due no later than Week 7 of the quarter.
- B. Applications will be accepted on a rolling basis until the last deadline of each application period. Applications will be reviewed and a decision made within a timely manner.
- C. Applications are to be submitted on or before the application due date to the Eco Fund.
- D. The DASB Environmental Sustainability Committee will forward recommendations for funding to the DASB Finance Committee who will then process the requests as described in the DASB Finance Committee Code.
- E. Funding for projects may be only recommended for a maximum of two (2) fiscal years. After the second (2nd) year period no DASB funding will be allowed none from the general funds and none from the Eco Fund.

## **ARTICLE VIII: ACCOUNTABILITY, RECORDS AND REPORTS**

### **Section 1: Accountability to the Student Body**

Administration of the Eco Fund shall be open and visible to the student body and therefore the Eco Fund shall:

- A. Make all its records available to the public, including project proposals that have received funding.
- B. Issue an Eco Fund Annual Report of its activities to the DASB Senate, and the public.

### **Section 2: Accountability of Projects**

- A. All projects funded by Eco Fund shall submit quarterly project updates to the Eco Fund Coordinator during the project's progress. All projects will also submit a final report upon completion of the project. The final report must include a budget detailing the spending of all funds and answer the questions stated in the "Final Report Guidelines".
- B. Upon review of the Final Report, the Eco Fund Student Coordinator in conjunction with the Chair of the DASB Environmental Sustainability Committee and the DASB Senate Advisor shall judge whether the funds were spent within the scope of the project. If the Coordinator feels the funds were spent outside of the project scope, may recommend that the DASB Environmental Sustainability Committee require the return of some or the entire grant funds to Eco Fund.
- C. Projects who consistently fail to submit the required documentation by the set deadlines will not be eligible to apply for and receive future funds from the Eco Fund. The DASB Environmental Sustainability Committee also may require such projects to complete additional reporting processes.

### **Section 3: Records and Reports**

The Eco Fund must keep on record:

- A. Minutes of all meetings where issues regarding the Eco Fund were held by the DASB Environmental Sustainability Committee, the DASB Finance Committee and the DASB Senate, indicating the time and place of holding such meetings, the names of those present, and the proceedings thereof.
- B. Adequate and correct books and records of account, including accounts of its properties and business transactions and accounts of its assets, receipts, disbursements, gains and losses.
- C. All abstract submissions and grant applications received each year.
- D. Records of projects selected each year and the funds allocated to each.
- E. Updates and reports made back to the Eco Fund on funded projects and all annual reports received from projects with ongoing benefits.
- F. Copies of all Eco Fund Annual Reports.

Adopted: 5/6/2015  
Amended: 1/27/2016  
Amended: 11/7/2018