



## **NEW YORK UNIVERSITY SUSTAINABILITY FUND**

### **Request for Proposals for 2007-08 Academic Year**

As part of its broader “Green Action Plan” launched in the fall of 2006, New York University is pleased to inaugurate The Sustainability Fund and seek proposals from the university-wide community for its use. The Fund will support projects that advance the University’s goals of reducing its environmental impact, increasing the sustainability of our campus, community and region, and raising awareness among members of our own community and beyond as to the importance of the sustainability agenda.

The Sustainability Fund is sponsored by NYU’s Sustainability Task Force.

#### **Goals and Guidelines**

The goal of the Sustainability Fund is to spark the imagination of the NYU community in creating projects that envision and advance NYU’s long-term future as a sustainable university.

The Fund welcomes projects of all types and sizes that contribute to sustainability. These could encompass capital and infrastructure improvements, innovations in campus systems and processes, and outreach programming and consciousness-raising.

Similar “green funds” at other colleges and universities have funded:

- innovative alternative energy pilot programs
- sustainable gardens and community supported agriculture projects
- the purchase of biodiesel vehicles and bicycle racks
- replacement of less energy-efficient appliances or building components
- green roofs
- environmental speakers series and publications
- student internships and research projects

Most projects are expected to run for a single academic year. If projects will be multi-year, please explain why in your proposal.

The Fund prefers to support pilot projects and is not intended to be a substitute for large-scale capital financing that may be obtained through other University sources.

Projects are not required to achieve cost savings, although a return on investment may add to the appeal of the proposal and should be so noted.

#### **Eligibility**

All members of the University community (students, faculty, administrators, staff, and alumni) are eligible to propose a project. The lead member of the project team must be a full-time NYU student, faculty member, administrator, or staff member.

## Evaluation Criteria

Proposals will be evaluated based on the following criteria, not listed in order of priority:

- Innovation
- Feasibility
- Extent of impact/return on investment
- Appropriateness of budget request
- Appropriateness of schedule
- Institutionalization and “scalability” of the project
- Advances the goals of the Sustainability Task Force

## Funding Parameters

No maximum or minimum grant amount will be set for projects. It is expected that projects will fall within a range of \$5,000 to \$50,000. All budgets must be fully justified.

Funds may be used to pay student salaries, but not salaries of a full-time NYU employee (faculty, administrator, or staff).

Each project must partner with an NYU administrative office which will function as the budgetary liaison. This administrative office will receive the transfer of funds in the project’s name and assist with final accounting and reconciliations. Administrative partnerships can be confirmed after the proposal is submitted but must be in place before funding can be released.

## Sustainability Fund Process

Proposals will be evaluated by a designated committee of Sustainability Task Force members. The evaluation committee may reach out to relevant faculty members or administrators with expertise in the area for their review and input. The final funding decisions will be made by the Steering Committee of the Sustainability Task Force.

## Calendar

Friday, March 9, 2007	Deadline for proposals
Monday, May 7, 2007	Funding decisions announced
Summer 2007	Funding released
June - September 2007	Projects to begin
March 2008	Mid-year project reports due
September 2008	Final/year-end project reports due

For more information on the Sustainability Fund or the Sustainability Task Force, visit <http://www.nyu.edu/about/green.html> or e-mail [green.action.plan@nyu.edu](mailto:green.action.plan@nyu.edu).



**NEW YORK UNIVERSITY  
SUSTAINABILITY FUND  
INSTRUCTIONS FOR PROPOSALS  
2007-2008**

All proposals should include a cover sheet plus project description. Each section should contain the information listed below. Please limit proposals to no more than four pages.

If you submit your proposal electronically, please use Microsoft Word and/or Excel for your documents.

**COVER SHEET**

1. Project Name
2. Project Summary (2-3 sentences)
3. Total Amount Requested
4. Team Leader/Primary Contact Person
  - a. University Affiliation/Phone/E-mail
5. Other Project Team Members
  - a. University Affiliation/Phone/E-mail for each person
6. NYU Administrative Office Liaison (if known)

**PROJECT DESCRIPTION**

In a narrative or short-answer form, please describe the project's objective and plan for implementation including:

1. Goals and objectives
2. Scope of work
3. Methodology/approach
4. Work plan: tasks, team member roles
5. Schedule/timetable
6. Potential for future phases and institutionalization
7. Metrics for evaluating the success of your project
8. Budget (please use a table or spreadsheet)
  - a. Total grant request
  - b. Categories of expenses (materials, equipment, labor, consultants, etc.)
9. Relevant qualifications and experience of team members
10. Address whether similar projects have been done at other institutions, if known

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**Proposals must be submitted by  
Friday, March 9, 2007:  
ONLINE at [www.nyu.edu/about/green.html](http://www.nyu.edu/about/green.html)  
or by EMAIL to [green.action.plan@nyu.edu](mailto:green.action.plan@nyu.edu)  
or by FAX to 212-995-4822**

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