

NYUGREEN

**NYU GREEN GRANTS
APPLICATION PROCESS TOOLKIT
SPRING 2012**



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INTRODUCTION

Green Grants support projects that identify a sustainability problem at NYU and address it. The grants improve NYU's operational environmental performance, foster environmental literacy and community engagement, advance applied research goals, and demonstrate the viability of best practices and technologies involving sustainability. We define sustainability as addressing the needs of future generations while meeting our current needs, recognizing and respecting nature's limits, and striving for social, economic and ecological sustainability.

Applicants are encouraged to submit an Expression of Interest to gain feedback from the Green Grants Selection Committee before submitting a Final Proposal. New grants are selected each fall and spring semester and are expected to be implemented within two semesters after the launch date.

New for 2012, NYU *Campus Innovation Challenge (CIC)* Green Grants identify crucial campus sustainability needs and call on NYU community members to formulate and execute the most comprehensive, educational, operationally-feasible and economically viable solution in response. The three CICs for Spring 2012 (*NYU Urban Farm, Residence Hall Appliance Re-Use, Paper Towel Composting*) are listed on page 6 of this guide.

Important Dates

Expression of Interest Due (Optional): **February 10, 2012**

Project Proposal Due: **March 23, 2012**

Award Notification Date: **May 2012**

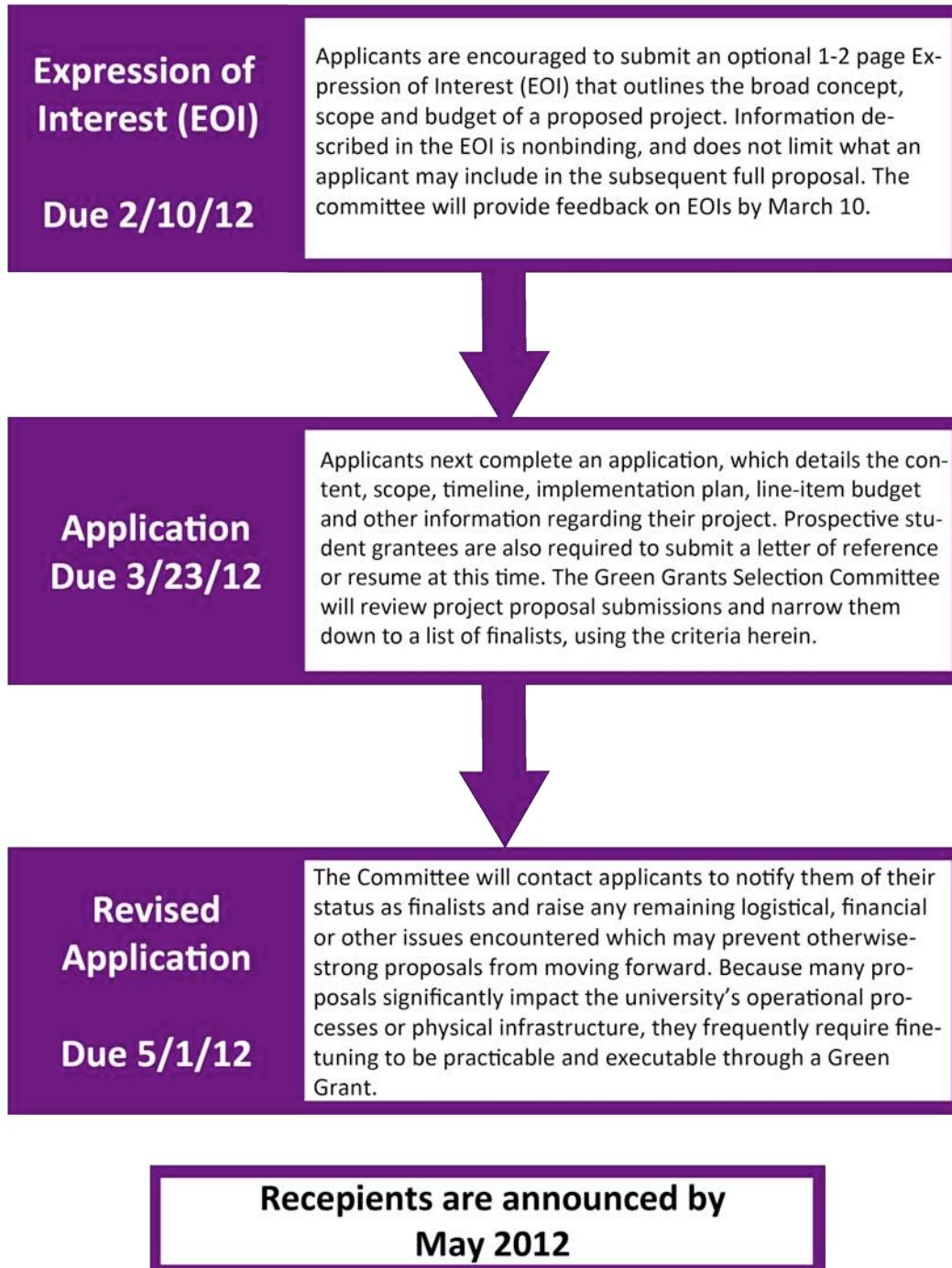
Launch for projects selected in Fall 2011: **Summer or Fall 2012**

Expression of Interest and Application forms available at: nyu.edu/sustainability/greengrants

Eligibility

Any student, faculty or employee affiliated with NYU during 2012 may serve as the official project leader. Alumni, community organizations, and interested neighbors are permitted and encouraged to collaborate with current students/faculty/staff and serve as members of project teams. Members of the Green Grants Selection Committee cannot apply for funding as a project leader during a semester when they are serving as a committee member. Former Green Grant recipients are welcome to apply for another grant, providing they have handed in a final report for their previous grant. There is no limit on the number of applications that may be submitted by one person, however, only one grant can be awarded to each applicant because no person can be the project leader of more than one open Green Grant at any given time. Please note that students are required to plan projects that end at least one month before their expected graduation date.

PROCESS OVERVIEW



Projects selected in the Spring of 2012 will be launched during the Summer or Fall of 2012 and will be required to finish by the end of the Fall of 2013 semester.

Guidelines

Types of Projects Funded

Operations: Any project that deals with material, physical or infrastructural elements at NYU, from food service to energy reduction.

Engagement: Activities that contribute to a campus culture of sustainability such as curriculum development, activist projects or projects developing social changes.

Research: Any project that produces new knowledge that can be *applied* at NYU to reach larger sustainability goals. Applied research proposals must include a plan to measure the project's direct impact at NYU.

Grants may also be combinations of the above categories.

All proposed projects should be tasks you and your other project leader(s), if applicable, can carry out yourselves. In other words, you must already possess all the expertise that your project requires. Proposed projects can never include green roofs, and cannot involve putting any structure on the outside of a building *unless* the project team includes lawyers, architects and other personnel resources who have experience dealing with the city's Department of Buildings and Department of Transportation. You should already have researched most aspects of your project so that if it is awarded, you can begin immediately. This includes reaching out to departments, institutions and other partners your project will involve, if any, to ensure your partnership is feasible. Include a letter of support from affiliated departments or institutions when possible.

Projects must solve or address an identifiable problem at NYU. Strong projects start with a problem and figure out how to solve it, rather than starting with a project and trying to figure out what it solves. Most grants are pilot projects or research for larger systemic change at NYU. The effect(s) of your project must be measurable. For example, if you are reducing food waste, your project needs to be able to measure the amount of food wasted before and after your project. If your project is about social or culture change, you need to be able to determine if it was successful in a concrete way. See the criteria section for more information.

Allowed Spending Categories

Proposed project budgets may range from \$1 to \$20,000. You will need to write a line-item budget in order to receive funding. Green Grant budgets must be explicitly line-item and thus cannot contain slush funds like "presentation materials" or "computer software." Instead, you must break down these categories into each item that must be purchased, such as coffee, biscotti and printed flyers or Adobe Acrobat Professional, Qualtrics Research Suite, stock biodiversity images and 24x CD-Rs. Note that all budgets stand as maximum spending limits for each line-item; for example, if you are listing coffee for a presentation in your budget, your spending ability to purchase coffee for that presentation will be capped at the value listed on your budget.

Green Grants money can pay for the following things:

Personnel:

- Outside experts, speakers, mechanics, etc. who are not affiliated with NYU can be paid for their services.
- Faculty and staff who already draw a wage at NYU cannot be paid any kind of honorarium or wage.
- Faculty and staff can hire casual student workers if they are already in a position to do so. Green Grants staff cannot supervise or sign student worker timesheets.

Equipment:

- Tools and equipment, such as water meters, textbooks for curriculum development, shovels, signage, printing, etc., so long as they are demonstrably integral to the project.
- All equipment remains part of a permanently installed project or is returned to the Office of Sustainability at the end of the grant period.
- Equipment purchases cannot include "swag," or other objects that merely increase the number of green products on campus.

Campus Innovation Challenge

NYU Campus Innovation Challenge (CIC) Green Grants identify crucial campus sustainability needs and call on NYU community members to formulate and execute the most comprehensive, educational, operationally-feasible and economically viable solution in response. Applicants will receive the identified problem or need-gap in current operations, known caveats, previously explored solutions and, when relevant, pre-approved project locations and campus partners. The challenges are designed to provide a foundation upon which applicants can be imaginative, entrepreneurial and effective with our university's and city's diverse skill sets and resources. CIC Green Grants have the same scope, selection criteria, rules and deadlines as all other Green Grant projects, except as explicitly mentioned otherwise. If you have any questions about the CIC Green Grants or seek further clarification, please reach out to us at green.grants@nyu.edu.

NYU Urban Farm

Urban agriculture is increasingly common in New York City, with rooftop farms and community gardens established or emerging in all five boroughs. NYU seeks to join this expanding community by creating the first productive urban farm at an NYC university, which will serve as a living lab for academic research, student education, and public engagement.

A prospective space, a lawn facing Houston Street behind Silver Tower I, has been identified and would be subject to aesthetic standards and organic growing requirements in adherence to the aesthetic and maintenance levels used for all university grounds. In addition to these requirements, it is imperative that each grant application address the need for a part-time staff member to supervise the farm, manage volunteers, and liaise with the Office of Faculty Housing, who currently manages the property. While each application will be reviewed thoroughly for its innovation in land use, productivity and yield, interdisciplinary or academic inclusion, and sound planning and metrics, the application with the most feasible solution to supporting and securing part-time staffing--without personnel funding from the Green Grants--will be at a significant advantage.

Funding will be provided in May 2012 at the earliest and will be intended for the full March-November growing season of 2013. This means that the grantee will be responsible for seeing the project, at a minimum, through January 2014. The strongest grant application, however, will provide a plan for staffing and maintenance beyond this point, since there may be potential for the project to continue beyond Green Grants jurisdiction and find other, more permanent sources of support after the first complete growing season.

In addition to standard Green Grants requirements, the strongest applicants will provide the committee with the following:

- A plan or diagram showing garden layout and elevations
- Annual planting schedule showing when individual species are planted and harvested, broken down by month
- Source/strategy for funding dedicated part-time staff support
- Maintenance schedule for the garden during the on- and off-season including tasks to be performed, estimated time per week spent, and who will fulfill each role. The committee will be especially in favor of those who will be dedicated to maintaining the aesthetics of the garden through the off-season.
- Relevant experience of team members
- Intended NYU or public constituencies the garden will serve
- Earthmoving, landscaping, or hardscape needs the project will require
- Related infrastructure needs such as water, power, or fencing
- A watering plan or schedule
- Pests (including insects, fungus/bacteria, birds, and rodents) and weed control
- Soil amendments and fertilizer that will be applied
- Amount of groundcover, cover crops, or mulch that will be utilized
- A plan for composting on site, if relevant
- A soil testing plan to determine appropriate plantings and to determine soil safety for eventual consumption of produce
- Plans for season extension such as cold frames, if relevant
- Eventual destination for produce

Residence Hall Appliance Re-Use

Each year, residence hall occupants discard or donate thousands of pounds of useful appliances and other goods that could be re-used by future residents by collecting, storing and re-distributing them locally. NYU Operations is encouraging the development of a program that does this, based on observation of the NYU Schools of Law's "Fall Giveaway," which freely distributes old gear to new students within a 15 minute window during move-in, and Harvard's program that stores unwanted materials in a trailer and then profitably sells them back to students months later. NYU Operations staff have offered their support in identifying on-campus storage spaces for a pilot program that will explore the best practices for re-using these valuable resources based on the scale of incoming proposals. It should be noted that this program will overlap (and could potentially collaborate) with the Green Apple Move Out, a very successful past Green Grant which asks students to bring unwanted materials to a collection point so that they may be donated to various local charities and has since been institutionalized by Residential Life. Our selection committee is looking for proposals that improve upon current operations in terms of environmental sustainability, NYU community engagement and education, social sustainability within and outside the NYU community and new economic advantages.

Restroom Paper Towel Composting

Many bathrooms at NYU have trash cans full of paper towels that could potentially be composted to divert the amount of waste going to landfills and better use the material for new purposes. NYU Operations staff have noted that because these bins are often directly below dispensers, the paper towels are already mostly source-separated. NYU already has a formalized relationship with a contracted waste service (Action Carting), who could collect these materials and bring them to an upstate windrow composting facility. Alternatively, local on-campus composting is a potential solution, though previous attempts to compost food materials in residences halls encountered difficulties when seeking permissions from the university administration. The Green Grants Selection Committee is seeking proposals with the most robust operational and educational work plans. An example proposal for this project can be found in the appendix of the Application Toolkit on our website.

Criteria for Successful Grants

The Green Grant Selection Committee uses the following rubric to assess applications:

Operational Impact:

- Does it demonstrate **meaningful, substantial environmental benefits**?
- Is it **greenwashing** (making misleading, non-environmental claims)?
- Can the project's resource savings or economic impacts be readily **measured** and quantified?
- Does the project have the potential for scaling up, or **institutionalization**, later?
- Are there **cost-savings**? Does **cost-benefit analysis** help to justify project?

Other Impacts:

- Community service, education (as opposed to awareness), teaching, research, innovation — how are these **created, sustained** and **measured**?
- Is the project innovative?
- Is the project **visible** on campus?

Feasibility:

- Is this **feasible**? Is it reasonable, sensible, logical, intelligible and plausible?
- Does the applicant and project team have the **knowledge, skills, time and initiative** to carry out this project, or is it just a **green suggestion** that the Office of Sustainability has to implement?
- Are they requesting too much money? Not enough money? Do they need more **budget** details?
- Is the project of a **suitable pilot scale** in terms of funding, implementation time, size and target audience?
- Will they need help or permission from other **NYU operational departments**? Has the applicant **contacted and received assurance of collaboration** from all **third-parties** that will be instrumental in realizing success of the grant?

Areas of Special Interest

In addition to the above criteria, the following are topics that the NYU Office of Sustainability is particularly interested in:

Operational changes:

- Energy/water-saving efficiency projects
- Behavior-change research to foster conservation
- Cost-saving projects with a return for investment
- Local-based carbon offsetting
- Resource/energy efficiency in science labs and data centers

Engagement efforts:

- Community partnerships
- Incoming freshman/transfer student recruitment/orientation/welcome programs
- Environmental activism or education through creative uses of public space
- Environmental impacts of eating meat

Academic initiatives:

- Curriculum development and support materials for new and existing courses
- Environmental literacy promotion
- Faculty engagement to increase participation in and contribution to green initiatives
- Environmental assessment, measurement and program evaluation
- Data visualization, feedback systems and Geographic Information Systems (GIS)

Past Grants

Examples of previous Green Grants include:

- Water consumption behavioral research coupled with water fountain quality testing
- Pilot campus bike-sharing program
- High-efficiency hand dryer pilot installation
- Study of sustainable rooftop perimeter barriers
- Community Agriculture Club start-up garden
- Creation of Psychology and the Environment course
- Workshops that used e-waste to teach basic electronic skills and physics concepts

A full list is available at nyu.edu/sustainability/greengrants

Successful projects in the program's history have several characteristics the selection committee looks for:

- The grant is well researched and all partnerships, technical issues and metrics have been anticipated.
- There are two or more project leaders.
- The applications shows evidence that all relevant university units that may be involved have been contacted

What to Expect as a Grantee

Past grantees report that the best aspects of a Green Grant are engaging with the NYU environmental community and learning to carry out institutional environmental change. Because NYU is a large and decentralized institution, be prepared to work closely with the Office of Sustainability to navigate the necessary protocols at NYU. All Green Grantees must submit Mid-Term and Final Reports detailing their projects' progress and achievements, including metrics for determining its impact. After project completion, the Office of Sustainability aims to institutionalize projects as permanent parts of NYU.

SELECTION PROCESS WALKTHROUGH

Expression of Interest (EOI)

Applicants have the opportunity to begin the selection process by submitting a one to two page Expression of Interest that outlines the broad concept, scope and budget of a proposed project. Information described in the EOI is nonbinding, and does not limit what an applicant may include in the subsequent full proposal. If possible, an EOI should be submitted as soon as an applicant has begun to develop an idea. EOIs for the Spring 2012 Selection Round may be **submitted by February 10th** using our **online submission form** at: nyu.edu/sustainability/campus.projects/eoi.html

The Green Grants Selection Committee will convene and provide specific **feedback for all EOIs** by **March 10th**. This feedback is designed to highlight likely obstacles that applicants should address in full proposals, suggest dialogue between applicants developing similar or synergistic ideas, and share initial Committee reactions to the scope and intent of applicants' projects.

EOIs enable the Committee and participating administrative offices to work with applicants to address questions and solve logistical problems before full applications and decisions. EOIs also enable the Committee to connect applicants with relevant university experts, administrative decision-makers and other useful resources. Project leaders are encouraged to begin work on full applications prior to receiving EOI feedback. Early submissions of EOIs are appreciated.

Application

Applicants next submit a full proposal that details the content, scope, timeline, implementation plan, budget and other information regarding their project. Project applications must be submitted by **March 23rd** through the submission form available at nyu.edu/sustainability/greengrants

The Committee will review project proposals and narrow them down to a list of finalists, using the criteria described above. The Green Grants Coordinator will contact project leaders to notify them of their status as finalists and raise any remaining logistical, financial or other issues encountered which may prevent otherwise-strong proposals from moving forward. Because so many proposals significantly impact the university's operational processes or physical infrastructure, they frequently require fine-tuning to be practicable and executable.

As an example: A student may propose placing a wind turbine on an NYU residence hall, but the building in question may be found to be structurally unsuitable. In this case, the Committee may propose an alternate building. As another example: An administrator may propose purchasing new water-efficient building equipment, but the equipment may be found to be

available from an alternate vendor for less than half of the proposed budget. In this case, a reduced budget may be suggested.

It is not the intent of the Green Grants Selection Committee, however, to alter the essential goals or outcomes of any submitted application without the willing consent of a project's leader. Applicants can discuss and revise their proposals, and if proposed modifications are found to be unworkable, reject Committee changes or withdraw the proposal from consideration.

Applicants must submit final revised versions of proposals before the **May 1st** deadline. Green Grant recipients will be notified by email in **May of 2012**. After award notification, the Green Grants Coordinator will arrange individual launch meetings where the grant contract will be signed and projects can begin.



FREQUENTLY ASKED QUESTIONS



Q. What is an EOI? How is it different from a full proposal?

A: The Expression of Interest (EOI) is a document that outlines the concept at an earlier stage in development than the full proposal, though they can also be a “dry run” of the proposal. Unlike proposals, EOIs are non-binding and do not require line-item budgets. All EOIs receive feedback from the selection committee.

Q. Do I have to submit an EOI?

A: No. While EOIs are recommended, they are not required. Participating in the EOI process gives prospective grantees an extra round of feedback from the selection committee, earlier notification of issues they may need to address and opportunities for the selection committee to suggest partnerships between similar projects.

Q. Can I give myself an honorarium as part of my budget?

A: No. Students can be paid as casual workers by team members who are NYU faculty or staff with the proper authority for supervision and timesheet duties. Those who already draw any wage from NYU are not eligible to receive payment from Green Grants payroll.

Q. Can I pay for food?

A: Food may be purchased when it is integral to your project’s realization. It would be acceptable if your project is about food justice and culminates in an award ceremony with sustainable food, for example. Providing refreshments for volunteer labor is also acceptable. The quantity and price of food must be within reason and itemized on your budget with an explanation for each purchase.

Q. Can I contact the Office of Sustainability to ask questions?

A: If you have read the Application Process Toolkit and you have specific questions that are not addressed here, you can email green.grants@nyu.edu with questions. There is also a public information session run before and/or during each call for proposals.

Q. If I am proposing a research grant, can I include travel, training and conference expenses?

A: The Green Grants are applied project grants, not travel or conference funds. However, if travel or a conference presentation is integral to your project’s success or completion, you may apply to have them funded and the Section Committee will decide if the expenses are appropriate.

Q. Can I submit more than one application?

A: Yes. You can submit as many applications as you like.

Q. I received a Green Grant in the past. Can I apply for another one?

A: Yes. Former Green Grantees are welcome and encouraged to apply. However, if you have not submitted a final report for a previous project, or if you were a project leader and did not

submit your section of a final report, you are not eligible to receive another award.

Q. Can we have multiple project leaders?

A. One project leader is required to be the point-person that the Office of Sustainability will contact. This person is responsible for mid-term reports, final reports, budget tracking and financial decisions.

Q. What is the difference between a project leader and a project team member?

A. Project leaders are the individuals responsible for the creation and implementation of the project, and for writing the midterm and final reports. Projects often require extra people to help carry out aspects of the project, and these individuals are called project team members.

Q. Can I ask for funding for my thesis, dissertation or faculty research?

A. Yes, but only if your research can be applied to a specific problem or issue you identify at NYU. Your project proposal should outline how your findings would be applicable to NYU with a plan for measuring their impact within the University.

Q. Can my project improve on something that has already been done before?

A. Yes. You should include a clear description of how and by how much your project differs from and improves upon preexisting initiatives.

Q. What is the difference between awareness and education, and why do the Green Grants make the distinction between them?

A. We refer to effective outreach that results in permanent behavior change as education, while merely telling people about an issue is called awareness. The best projects would be educational or increase involvement, that is, create systematic change, rather than provide mere information and awareness. Awareness comes before education, but it is not enough to produce the goals of the Green Grants. In other words, you may claim that you have generated awareness about something if you have dispersed information, but engagement Green Grants require education, meaning that you can measure or demonstrate that a person's understanding of something has deepened. Pre and post surveys are common tools for measurement, while sustained behavior change is another indicator of learning.

Q. Can I count my Green Grant work as an internship or independent study?

A. Yes, but you still need a faculty supervisor responsible for the paperwork, requirements, etc. In other words, we don't mind if you use Green Grant funds towards your thesis, dissertation research, course study or an internship, but the Office of Sustainability is not the source of the internship or independent study, nor do we oversee them.

Recommendations from previous grantees and selection committee members:

“Plan your budget, research every expense, think it through. Close second — problematize your grant, and understand what it is trying to accomplish, as a way to make sure its overall thrust is coherent, that the budget supports it, and that you have a Point B to get to from Point A.”

“Pick something you are really driven to see happen!”

“Enjoy the engagement and be open to new ideas.”

“Keep your project short term or immediate.”

“Be firm in what you need or want and decline the grant if you can't meet it.”

“Be clear about your goals and outcomes, and put together a plan for evaluating them that the Green Grants Committee can approve in advance.”

“Select a project that interest you and that you feel will make a difference in awareness or practice of sustainability. Make it a project you can handle with resources you are familiar with from previous experience. Make sure it is feasible in the time allotted and with the money requested.”

EXAMPLE APPLICATION

This is an example application to help you fill out your own proposal. This version asks the same questions, but is not visually identical to the online form you will complete. Please note that this is solely an example, and not all statements in the application should be considered factual.

NYU Green Grants Spring 2012 Application

Project Title:

Silver Center Paper Towel Composting Pilot Program

Project Summary: (up to 5 sentences)

Most bathrooms at NYU have trash cans full of paper towels that can easily be composted to divert the amount of waste going to landfills and recover a valuable resource. As NYU already has a formalized relationship with a composting service, this project will consist of purchasing special paper-towel-only bins for select restrooms and having three students split the duty of moving the compost receptacles to ground floor for pickup on schooldays.

Classification(s):

Operations, Engagement

Area(s) of focus:

- Energy/Water/Resource Savings
- Waste Diversion and Recycling**
- Dining
- Transportation
- Landscaping and Grounds
- Buildings
- Other _____ (text entry)

May we post this application publicly on our website?

Yes

Work Plan

Project Goals and Objectives:

- 1) Divert at least 80% of paper towels in bathroom trash stream to composting facilities for optimized handling of this type of waste instead of general municipal solid waste landfills.
- 2) Engage students to think about where their waste is going by directing them to separate paper towels from other “trash” and providing a description of why we are separating these types of waste and where they are going. This will show that NYU is accountable for moving our

waste responsibility, thus giving a reason for students to be accountable for where they put their waste.

Scope of Work:

Paper towels contain organic waste materials that can be composted. Composted paper towels can provide carbon as agricultural nutrient and are often spread over landfills to decrease wind erosion and enrich the soil. When we do not compost them properly, we underutilize their carbon content. Returning this carbon to the soil helps us ensure the health of our planet's valuable crust.

There is also an important engagement aspect to this pilot program. When students are directed to separate their paper towels from other waste usually designated as trash, this forces a mental consideration of what goes where — and why. Large text will politely require bathroom users to put only paper towels in a particular bin and other trash in another. Smaller text above urinals and on the inside of stall doors will explain why we are doing this and what the benefits of participation will be. This text will be accompanied by a picture of the landfill our trash goes to as well as a picture of composted paper towels being used in their final location (if possible, once the project is underway). This should create more of a connection between disposal behaviors in the bathroom and the final result, shown in scale with the output of thousands of contributors to landfills.

Methodology/Approach:

This pilot program will use four bathrooms on the second floor of the Silver Center that, according to facilities managers, receive high traffic and trash disposal. Before we implement paper towel composting, our student worker will do a waste audit at two randomized times to measure the amount of paper towels (as a percentage of total weight). This will establish our baseline of the current amount of paper towels not composted. Next, we will install purchased receptacles and signage as described under “scope of work” to ask users to use the paper towel composting system. Once a day, one of our student workers will empty those paper towel collectors into composting bins on the ground for pickup as arranged with our composting service. We have already contacted them, and they have assured us that adding these paper towels to their arranged pickup with NYU is within the parameters of their current contract with NYU. We will attach this letter of support to our application. If our pilot goes well, we will add more information near the signs that explain how successful we have been due to student participation. Right before we add these signs, and at the end of the first semester of our pilot, we will do a waste audit of both the normal trashcans and the paper towel composting receptacles to measure our success of diversion rate.

To carry out these activities, our team will consist of three students for legwork: one to create signage, take care of the compost bins, ready them for pickup, and handle communications or necessary tasks related to the pilot program. One of these students (Shmorgis Board) is the team leader and will be directly responsible for ensuring that someone is always available to move the compost when necessary.

Project Team

Describe your project team. If you choose to have multiple project leaders, please designate who is responsible for the midterm and final reports as well as who is responsible for budgeting and purchases.

Member Type	Project Leader
Contact Info	<i>Name:</i> Shmorgis Board <i>Email:</i> sob187@nyu.edu <i>Mobile Phone:</i> 718 123 4567
NYU Affiliation	NYU Affiliation: Student - UG Graduation Date: December 2012 Major: Economics School: CAS
Project Role	Shmorgis Board will be the student who designs the signage and does the waste audits. He will also be one of the three students who moves paper towels to the ground floor for pickup. Shmorgis will be responsible for coordinating between himself and the other students, making sure there is always someone to move the compost when necessary.
Experience and Qualifications Relevant to Project	Shmorigs has worked on signage and appeals through his marketing internship at Sankynet Communications (8 months) and also ran an ad-hoc paper re-use system at the fourth floor Grammercy Green printing lab. Shmorigs is an Environmental Studies minor and will use course materials and check with professors to ensure signage accuracy.
Letter of Reference Student project leaders are required to submit a letter of reference or resume that speaks to their diligence, responsibility and ability to carry out an unsupervised, year-long project. Faculty and staff project leaders are welcome, but not required, to submit letters of support or reference.	Uploaded PDF(s) Shmorgis_GreenGrantRef.pdf Delete +Upload New

<p>Integration with other responsibilities Please explain how you will find time for this project within your student or professional schedule between Spring 2012 and Fall 2013.</p>	<p>I have a job near NYU that will end at 5pm on Mondays, Thursdays and Fridays. After I get out of work, I will move the compost. I have enough free time on weekends to work on signage.</p>
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Team Member #2

<p>Member Type</p>	<p>Team Member</p>
<p>Contact Info</p>	<p><i>Name:</i> Lovely Rita <i>Email:</i> lvn187@nyu.edu <i>Mobile Phone:</i> 718 123 4567</p>
<p>NYU Affiliation</p>	<p>NYU Affiliation: Student - UG Graduation Date: May 2012 Major: Recycling: Vital, But Can't Save the World School: Gallatin</p>
<p>Project Role</p>	<p>Assisting Shmorgis Board to move the compost on Tuesdays and Wednesdays during the Spring 2012 semester.</p>
<p>Experience and Qualifications Relevant to Project</p>	<p>I study different types of waste diversion as part of my academic course of study. I have also worked on an organic farm for two summers, where we worked with compost.</p>
<p>Integration with other responsibilities: Please explain how you will find time for this project within your student or professional schedule between Spring 2012 and Fall 2013.</p>	<p>I will be working at Bobst in the evenings, and I'm allowed to take 15 minute break whenever I want. If I'm not able to move the compost before/after class, I can use this break.</p>

Team Member #3

<p>Member Type</p>	<p>Team Member</p>
<p>Contact Info</p>	<p><i>Name:</i> Walle K Mart <i>Email:</i> wkm136@nyu.edu <i>Mobile Phone:</i> 718 123 4567</p>

NYU Affiliation	NYU Affiliation: <i>Student - Graduate</i> Graduation Date: May 2013 Major: Historical Perspectives on Attractive Environmentalists School: Gallatin
Project Role	I won't be working on this project until the Fall 2013 semester because I'm taking the Spring 2012 semester off. During Fall 2013, I will be returning with a normal course load and will be in a good position to help with this project.
Experience and Qualifications Relevant to Project	This project isn't particularly germane to my experience or course of study, but moving the compost is simple and something I am passionate about implementing at NYU.
Integration with other responsibilities: <i>Please explain how you will find time for this project within your student or professional schedule between Spring 2012 and Spring 2013.</i>	I take many classes in the Silver Center and have an apartment near campus, so it shouldn't be a problem to find 15 minutes a few days a week to help.

Estimated Timeline

Use the following table to set forth a timeline for your project. You may schedule the launch meeting, mid-term report and final report for any month between February 2012 and December 2013, but please keep in mind that you will be asked to submit measurements regarding the performance of your project in your mid-term report; schedule your Mid-Term Report's due date at a point in the course of your project when this is feasible and helpful. The computer will allow you to add as many rows before and after the Mid-Term Report as you require. Please be as detailed as possible.

Date	Task
February 2012	Launch Meeting – Sign Grant Contract
February 2012	Waste audit to establish baselines
March 2012	Install paper towel receptacles and signage, begin composting

May 2012	End of semester waste audit, pause composting for summer
May 2012	Write Mid-Term Report
September 2013	Update signage to demonstrate student participation, resume composting.
November 2013	Final waste audit. Because I'm a student graduating this semester, Green Grants rules require me to end this project ahead of my graduation date. I will present my findings to the Recycling Coordinator and FCM to see if they are interested in institutionalizing the project.
December 2013	Project Completed, Final Report Due

Measurement of Sustainability Outcomes

All proposals must include a plan for measuring the success of addressing your chosen sustainability objective. Please consider metrics relating to resource usage, impact reduction, financial costs/savings and contribution to a campus culture of sustainability.

What specific problem(s) or issue(s) pertaining to sustainability does your project address?

- Air Pollution
- Biodiversity Conservation
- Climate Change (Global Warming)
- Community Development
- Conservation
- Cost-Savings
- Economic Development
- Environmental Health
- Environmental Justice
- Fair Wages
- Future Generations
- Habitat Preservation
- Hazardous and Toxic Substances
- Land Degradation/ Contamination
- Light/Noise Pollution
- Ozone Depletion
- Poverty
- Public Education

- ✓ Resource Depletion
- ✓ Resource Waste
- Water Pollution
- Wellness & Nutrition
- Other: _____

What data is already available as a baseline to understand the scope of the problem(s) above?

NYU does a waste audit which gives us an idea of paper towels in NYU’s total trash stream, but we will make our own measurements to get data specific to the bathrooms we’re using.

Where is this data available, and in what form (include administrative units, contact information, links, etc.)?

I contacted Jeremy Friedman (Manager, Sustainability Initiatives) and Sarah Boll (Recycling Coordinator), who have assured me that they can send me waste audit data in excel files before I start my project. Both of these people work in Operations at NYU, Jeremy Friedman in the Office of Sustainability and Sarah Boll in Sustainability, Energy and Technical Services as a part of Facilities & Construction Management. Jeremy can be contacted at sustainability@nyu.edu or (212) 998-1073.

Can you also use this data to evaluate the effectiveness of your project in addressing the sustainability problem(s) above? If so, how?

In terms of operational improvement, we can measure our diversion rates. Unfortunately, because we won’t compost the paper towels ourselves, we cannot make any claims to the full life cycle benefit of our program — though the composting service has assured us that they’ll explain what happens to our products, we cannot measure those results ourselves. However, the diversion rates will demonstrate student participation in our program. As many students aren’t familiar with composting, this can get them accustomed to the practice and become a metric for student participation.

What else could you measure (e.g. that isn’t already available) in order to evaluate the effectiveness of your project in terms of addressing the problem stated above?

We could measure the trash and see if it is significantly lighter — this could reduce our waste disposal costs if the program is scaled up to include more bathrooms.

Budget

Please create a line-item budget for your project. Use prices from Staples for office supplies, NYU Bookstores for books and NYU Computer Store or B&H Pro Photo, Video & Audio for technology whenever possible. For all other items, find an appropriate vendor and list their price here. Refer to the Application Toolkit for a complete list of funding rules and restrictions

Goods/Services	Vendor/Payee	Cost (each)	Quantity	Total Cost
Four 23-gallon stainless steel receptacles for paper towels	Amazon.com	\$74.39	4	\$298
One large composting bin that our composting service requires	We will be billed by the composting company (Action Carting)	\$143.22	1	\$143
Signage materials	NYU Copy Central	\$340 (estimate)	1	\$340

Total Project Cost: **\$781.00**

Integration

Permissions Needed

List all internal (NYU departments, offices, etc.) and external (government agencies, partner institutions, businesses, NGOs, etc.) permissions and collaborations necessary for realization of your project. Provide statements of approval or support whenever possible.

We have spoken with Action Carting (NYU's contracted composting service) about our plan, and have received positive feedback which you can read in the uploaded letter of support. We have also reached out to Sarah Boll, NYU's Recycling Coordinator whose letter of support is also uploaded.

[+Upload letter\(s\) of support](#)

2 Letters Have Been Successfully Uploaded

[ActionCarting_NYU_PaperTowels.pdf](#)

[View](#) [Remove](#)

[FCM_GreenGrantResponse.pdf](#)

[View](#) [Remove](#)

Institutionalization

What future project phases can you envision after the Green Grant term?

FCM could choose to adopt this program at a larger scale, ranging from the rest of Silver to the entire campus.

How would the project be able to sustain itself (in terms of funds, staff time, etc.) beyond the Green Grant term?

We have a team of three students who are sharing the legwork for this project. Instead of doing this, NYU could rely on new volunteers or FCM/CBS staff could move compost like other types of disposal.

How might successful completion of this project present new opportunities for sustainability at New York University? Could it be scaled up in the future? Will it answer a question or solve a problem that benefits others at NYU?

Successful completion could demonstrate that this project can be scaled up to meet the size of the entire university. In addition to illustrating the ability to more responsibly divert waste, it could also show that all students can participate in sustainability initiatives more complex than standard trash, plastics and paper recycling. It could also pave the way for composting to become normalized at NYU, as students become accustomed to the concept while food composting is being attempted in other areas of the university.

Similar Projects

Do you know if a similar project has been done at NYU or other institutions? If so, please include the name of the institution and any other relevant project information.

Since 2002, many Canadian government buildings at Parliament Hill have adopted bathroom paper towel composting with separate bins and San Francisco State University has begun pilot programs for this practice as well. We have reviewed the procedures and signage from the Canadian model and have incorporated them into the methodology herein. In 2008, Harvard University told media that they believe in the benefits of this practice and may attempt trials.

Next Steps

Remaining Issues & Challenges:

We are still working with FCM to create signage that is consistent with their recycling signs.

Questions for the Selection Committee:

1) Who in Silver or the College of Arts and Science needs to or should be contacted or made aware of this project?