The Staff Sustainability Network (SSN) will provide seed funding for on-campus projects that contribute to the sustainability goals of UC San Diego. Areas of sustainable focus include, but are not limited to, energy usage, waste reduction, water and resources conservation, community awareness, green buildings, transportation, climate protection, institutional operations, environmentally preferable purchasing, food, and others.

The SSN aims to foster staff sustainability initiatives, both big and small, in order to empower staff to take an active role in sustainability issues on campus. Award funding will be up to $500, based on the SSN grant pool.

Applications will be reviewed by a grant review panel consisting of two Staff Sustainability Network Executive Board Members (selected by Executive Board consensus) and three dues-paid members. These individuals will not be applying for funding during this current cycle.

**ELIGIBILITY:** Any staff member at UC San Diego may apply.

**RULES and REQUIREMENTS:**

- The SSN will not support projects already mandated by law or UC San Diego policy since UC San Diego is already obliged to allocate funds for such projects.
- Projects that will require official approval for implementation will also (by the deadline) need to submit proof of approval (i.e., letter of support from Facilities Management, departmental authorities, etc. as applicable to the particular project proposed).
- All projects shall have a mechanism for evaluation and follow-up after funding has been dispersed.
- Successful applicants must submit a final report to the SSN.
- Projects must have significant staff involvement, i.e., no less than 75% of the team actively working on the project must be UC San Diego staff.
- Applicants granted SSN funding are required to present their work at a meeting of the SSN.
- The SSN grant cannot directly support or fund staff salaries and/or benefits, nor travel expenses.
- Projects must have a significant on-campus component. Projects can have an off-campus component, but at least 75% of the budget must be for the on-campus portion.
- Individuals or teams may apply. Teams must designate a primary contact.
- The project must have an end date of June 30, 2019 or earlier. The project must be completed by that date and all funds expended by then.
- Awarded recipient will serve on the review committee for the SSN Grant the following year.
- 2018-19 award recipient will present a project update at a spring SSN General Meeting.
EVALUATION CRITERIA:
- The project contributes to the sustainability goals of UC San Diego
- The project promotes sustainability on UC San Diego’s campus
- If the project includes off-campus activities, it has a strong emphasis and tangible impact on UC San Diego’s campus
- The project has clearly-defined, measurable outcomes
- The project’s work plan and outcomes are achievable
- Cost savings will result from the project’s impact
- The project is innovative
- The project be visible to the campus community and provide educational value

REIMBURSEMENTS:
Funding is available for the chosen 2018-19 SSN Grant between July 1, 2018 and June 30, 2019. The awarded recipient will submit receipts to the current SSN Treasurer for reimbursement via check.

TIMELINE:
2/28/18 - Applicants must send an email of intent (Subject line: SSN Grant Project) to Treasurer Carly Bonnell and Membership Chair Jen Bowser by end of business this day stating the following: 1) Title of project 2) Name(s) of applicant(s), and 3) department(s) of applicant(s).

3/07/18 - Applicants must send an email with completed application attached to Carly Bonnell and Jen Bowser by end of business this day.

3/13/18 – Applicants submit any revisions to Carly Bonnell and Jen Bowser by end of business this day, if requested by the Grant Panel.

3/15/18 - Applicants must give less-than-five minute presentation to the General Meeting audience.

4/09/18 - Awardee(s) notified and any budgets negotiated. (Non-funded applicants also notified.)

APPLICATION:
Download the Application here: SSN Grant Application 2018-19

Questions? Email ucsdstaffsustain@gmail.com