Open to students, faculty, and staff, for sustainable projects, programs and initiatives. This is a great opportunity to grow academically and professionally, and develop a project that would otherwise remain unfunded. We’re looking forward to receiving your proposals!

To apply to the Sustain grant submit a project proposal addressing each of the sections below, electronically to: sustainability@utsa.edu, no later than 4:00PM on September 13th of 2019 with the Email Subject: SUSTAINFY2019-2020 and your project name.

Each project will be reviewed and scored by the Sustainable Initiatives Review Sub-Committee (SIRS -C) based on a number of metrics found at the end of this guide. Please make sure you maximize each metric in your responses. If you have any questions do not hesitate to contact the Office of Sustainability @ 210 -458 -3012 or sustainability@utsa.edu to discuss.

1) **Project Title and Applicant Information:** Name and contact information, phone and email of the lead applicant(s) and Academic Advisor.

2) **Project Narrative:** This is the space to explain your project in detail. You want to be as specific as you can and include any collaborators, partners, and advisors, break down the methodology for your project, and explain each step of the project. If there is any data on potential partners or supplemental funding, make sure to include that too. The narrative should include any foundation projects that support any continued theory of this initiative, or discuss any existing precedents.

3) **Project Category:** Here, list how your project is related to University business i.e. academic, operational, research, student organization:
   a) Graduate Research: Requesting more than $4,000 to complete a research project. (Less than $4,000, see Sustain Seed Grant).
   b) Feasibility Study: This is a study to assess the practicality and viability of a proposed project, which if viable, may seek subsequent funding in FY2020 - 2021.
   c) Operational or Business: Projects that answer an operational need of the university but propose a more sustainable method i.e. water reuse for irrigation, trash or recycling, energy reduction, transportation related, emissions reduction, etc. These projects may need approval or collaboration with departments such as the UTSA Office of Facilities, Campus Services, Environmental Health and Safety, etc. An example of this would be a project to install recycling bins throughout campus. You’d need to talk to the UTSA Office of Environmental Health and Safety to know where these bins can and can’t be placed.
   d) Sponsored Student Organizations: Projects that are related to existing registered UTSA student organizations such as Green Society, Latin Dance Society, Black Student Leadership Council, Bridges International, etc.
The final category is Other: Funding is available for student, staff, and faculty, research, programs, and initiatives. If your project is “other” explain how your project is affiliated and eligible for funding. Please note that you will need an academic or institutional/operations advisor. (Someone affiliated with the University that owns a project cost center so we can transfer money. Students cannot receive money directly).

4) **Project Sustainability:** Describe in what way your project is sustainable. Expand on your narrative if possible. Here you are explaining how your project is eligible for sustainability funding. EX: You may propose a dog walking park, explain how that is a sustainable initiative.

5) **Project Timeline:** The anticipated start, major milestones, and end dates. Be specific and make sure to include anticipated time to expect deliverables for all the major steps and milestones. **Funding is for one fiscal year only.** Multi-year project can be submitted but must **reapply annually.** To score well on the metrics, a multi-year project should have a sustainable deliverable for the current year and be built upon for subsequent years. The funding request should be for the FY2019 - 2020 year only.

6) **Return on Investment (ROI):** Typical ROI’s are within five years, but you can provide a discussion on why a longer ROI is valuable. You should include a detailed budget that shows how the requested funding will be recovered by payback directly connected to your project. This is one of the most prioritized metrics and is heavily weighted. EX: You propose retrofitting classroom lights to LED. List the cost for the light and the installation and any rebate or credit from CPS, State or Federal and also list an analysis is on costs recuperated through energy savings. Some projects will have intangible benefits, but these can still provide contribution to the university and thus have an intangible ROI i.e. student retention, student experience, gained knowledge such as diversity or cultural awareness. Those projects that present an ROI, supplemental funding, partnerships, or beneficial partnerships that meet the University’s Strategic Goals on Sustainability, will be scored higher.

7) **Direct Benefits:** Describe how, and why, your project benefits the UTSA community, built environment, operational function, and/or business operations. Describe how your project is beneficial, and to whom it is beneficial. Some projects are sustainable for the community or the planet; some have a direct impact to the sustainability of UTSA itself. EX: You propose a project to study smart grid technology, but your proposal implements here on campus and cause a direct benefit through cost savings to UTSA operations.

8) **Identify Stakeholders:** Include backup that you have engaged these stakeholders and their support or concerns about the project. We highly recommend you engage the Office of Sustainability to help identify stakeholders. This is
one of the most prioritized metrics and is heavily weighted. Not all stakeholders will
support your project; their comments are still required.

a) Departments and operations regulate all spaces at UTSA, alternation of
facilities and/or development of property. Seek out the “owners” of the spaces
affected by your project and engage these stakeholders and provide a letter of
support. Example of “owners” may be UTSA Facilities, Campus Services,
Student Affairs, Research, Risk Management, External Affairs, Legal Affairs,
City of San Antonio, TCEQ or other permitting.

9) **Cost Estimate:** Include a Cost Estimate for the project concept with your request for
funding. This is a key component for your ROI. Contact the Office of Sustainability
for assistance with your cost estimate. Cost estimates should be itemized and
supported by quotes provided by business owners and consultants if applicable.

The department identified as the “owner” of the space must approve the cost estimate. This is one of the most prioritized metrics and is heavily weighted.

10) **Supplement funding:** Provide sources of additional funding through grants or
matching funding from university budgets. Projects that have matching or
supplemental funds are more likely to be selected. Make sure you look for
supplemental funding. If you need help finding supplemental funding or
resources, contact the Office of Sustainability.

11) **Project Barriers and Limitations:** Identify any existing barriers or limitations, and
how your project will address them. Identify if your project requires permits, or
assessments. EX: You propose a new sidewalk. Does the sidewalk meet the
requirements for the Americans with Disabilities Act?

12) **Precedents:** Provide supplemental information establishing a precedent for this
project, for example a case study, examples of similar projects at other universities,
renderings, preliminary studies, surveys, letters of support, data collection, or other.
Provide any precedents especially if another UT System school has implemented
and been successful. Describe if your project builds on a precedent.
To increase your project’s chances of getting funded, please make sure to frequently contact the Office of Sustainability with any questions you might have on your project, and with any major updates you make on your proposal. Definitely make sure to take your project proposal to the Office of Sustainability for reviewing before turning it in. Do not wait until the last minute, review of your project is not guaranteed.

Email: sustainability@utsa.edu
Phone: (210) 458 3012
Office: Monterrey Building, 3rd floor, 3.380c Dean’s Suite.

There will be three workshops hosted the 9th, 10th, and 11th of September as opportunities to finish, revise, and amend your project proposal before its submission.

Sept 9th (Monday) held at the downtown campus, in Ash Room (SU 2.03.06), from 5:00PM to 6:00PM.

Sept 10th (Tuesday) held at main campus, in Willow Room (SU 2.02.12), from 2:30PM to 3:30PM.

Sept 11th (Wednesday) held at main campus, in Willow Room (SU 2.02.12), from 2:30PM to 3:30PM.

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