

## Housing\*Dining\*Hospitality Green Grants

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Green Grants are a portion of the Housing\*Dining\*Hospitality (HDH) budget which is available to UC San Diego residents and HDH staff to fund sustainability projects and efforts (new or existing) within HDH operations.

### Requirements

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Green Grant applications may only be submitted by a current on-campus residents or HDH staff member. On-campus residents must be enrolled and on campus regularly for the expected duration of their proposed project. An official campus organization (group made up of a mix of students, staff, and faculty) or class may also apply, but the application must be submitted by an individual who meets the above requirements. This individual will be the main point of contact throughout the Green Grant process and project duration.

Projects must provide sustainability efforts within HDH with tangible, measureable impacts. The following sections provides guidelines, rules, and examples to help each individual/group when contemplating sustainability projects. No funds will be awarded to a project without proper application and documentation, including appropriate signatures.

When considering an idea, you may seek advice from the HDH Sustainability Manager on the viability of a proposed project. See contact info below.

Funding is intended for labor, materials, and supplies to achieve project goals. Preference will be given to grant requests for materials and supplies. Green Grants cannot fund travel expenses, food, or entertainment.

### Deadlines

All projects must be completed by the end of each fiscal year (June 30<sup>th</sup>), and all related funding expended by that time. Applications can be submitted anytime and are reviewed on a rolling basis.

### Funding

Green Grant funds are awarded on a rolling basis by fiscal year (July 1<sup>st</sup> to June 30<sup>th</sup>) and are not typically eligible for expenditure in other fiscal years.

Rollover funds may occur by exception if the project has submitted an itemized petition for a multi-year purchase plan. Please contact the HDH Sustainability Manager for details.

Please note that Green Grants are subject to available funding throughout the fiscal year. Furthermore, the overall availability of this portion of the HDH budget is subject to annual review and approval. There is no guarantee that this portion will be available in future years.

### Acceptable Projects

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The project must benefit on-campus residents, HDH staff, and/or HDH facilities/operations, promote sustainability, and have measurable impacts.

Topics may include: recycling/waste management, sustainable practices, education, energy efficiency, water conservation, and other resource saving measures.

Examples of types of projects are:

- Purchase of reusable mugs to be given to residents as prizes at a sustainability-themed event
- Purchase and installation of utility saving devices (lighting on-off sensors, LED light fixtures, etc)
- Purchase of materials to start a new or improve an existing campus community garden

## Procedures

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The process for requesting a Green Grant is as follows:

1. You must submit a Green Grant application via the online application form, found here: <https://hdh.ucsd.edu/sustainability>
2. You will be notified via email when your application has been approved, rejected, or if additional information is necessary. If additional information is required, you may work with the HDH Sustainability Manager to modify your project to fit within the Green Grant requirements.
3. Once your application has been approved, the HDH Sustainability Manager will provide ongoing support in the form of a “support partner.” This partner will offer suggestions, aid in problem-solving and work with you to make the necessary purchases. You are expected to communicate with the support partner about their project on at least a biweekly basis.
  - a. Depending on the project, HDH may function as the project manager on large or complex projects.
4. Payment options:
  - a. Reimbursement – Approved purchases can be made by the individual and submitted for reimbursement. Original, itemized receipts are necessary to receive reimbursement. Please note, the reimbursement process takes some time. Please allow up to one month to process.
  - b. Purchase by HDH – HDH can place orders for the approved purchases. Delivery location will need to be coordinated before the order is placed.
5. Upon completion of the project, at a minimum you are expected to provide a written summary of the project results, as well as any metrics describing the project’s impact or effectiveness. You may also be invited to present your project and results to the HDH Sustainability Committee. If invited, you are expected to attend and give a short presentation.

## Criteria for Approval

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Green Grant applications/applicants will be evaluated based on the following:

- Commitment to the greening and environmental sustainability of HDH
- Potential to achieve positive, sustainable results
- Cost effective use of funds
- Measurability of benefits / Impact
- Relevant work or volunteer experience

Additionally, resource-saving projects must also include:

- Evidence that savings will be predictable and persistent
- Projected payback period
- Indication of any negative impacts, operationally or aesthetically, to building occupants (including future maintenance costs)
- If expected to have on-going benefits (ie cost-savings), a plan must be included for tracking and reporting of such benefits back to the HDH Sustainability Manager on at least an annual basis.

## Contact Info

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For questions about Green Grants, the application process, or advice on acceptable projects, please contact the HDH Sustainability Manager, Colin Moynihan: [cmoynihan@ucsd.edu](mailto:cmoynihan@ucsd.edu)