# Charles Sturt Sustainability Projects Grant

## Information Sheet

## Introduction

The Charles Sturt Sustainability Gants have been establish to support projects that further the University's commitments towards sustainability.

Eligible applications could range widely in type, but should contain standard components of strong engagement and support the University's Strategic Direction for 2018-2022. In particular, projects that will assist Charles Sturt to improve its sustainability performance in areas underpinned by the Learning in Future Environments (LiFE) program will be looked on favourably.

Some successful applications of past projects have included:

- Establishment of on-campus interpretive signage to provide education to campus users about features of environmental, cultural and historical significance;
- Collation and development of resources for the Faculty of Business to facilitate assessable learning that incorporates sustainable principles and practices in work related situations in business disciplines;
- Student application – items to increase productivity at the Kerr Sustainability Centre (KSC) at the Albury-Wodonga campus. The KSC is a student and community run produce garden.

Information on previous successful projects can be found on the CSU Green website.

## Eligibility

Any section, team or individual within Charles Sturt University is eligible to apply (inclusive of staff and students).

Applicants are encouraged to discuss their proposed Sustainability Grant projects with a member of CSU Green by emailing csugreen@csu.edu.au.

## Funding available

In 2019, up to $40,000 will be available through the grant program for Stream One sustainability projects. Stream One small projects will remain similar to previous years of the grant program, with an objective of supporting tangible on-campus projects.

***Stream One – sustainability projects grant:*** The maximum funding for any one project is $10,000 with a total funding pool of $40,000 available. Co-funding from other sources is encouraged. The Evaluation Committee may elect to not allocate the full $40,000 if the applications received are not deemed to be of a suitable standard.

***Stream Two – research seed grant***: A research-focused stream will also be offered in 2019

## Application process

The application form (Stream One) can be accessed from the CSU Green website.

***Stream One – sustainability projects grant:*** The due date for applications is Wednesday 26 June by 11:59 pm. Applications will be assessed by an Evaluation Committee, comprising the Manager CSU Green, CSU Green Coordinator Partnerships and a minimum of two representatives from the University's sustainability committee membership.

Following submission of the written application applicants will be required to provide a five minute verbal presentation of their project to the Evaluation Committee followed by a 10 minute Q&A. If feedback from the Committee requires the applicant to modify their application, this time will be afforded to them with a subsequent due date of no more than five working days.

Applicants of the Stream One program will be notified of the results of the selection process approximately four weeks after the due date for applications. Successful applications will be publicised throughout the University through channels such as in What's New & News, the CSU Green website and CSU Green's newsletter.

Unsuccessful applicants will be provided with feedback on their proposal, with suggestions for enhancement for possible resubmission in a subsequent round.

## Assessment criteria – Stream One

There are a total of eight criteria against which proposals will be assessed. **C**riteria 1 to 4 are of higher importance than criteria 5 to 8.

Successful applications in recent years have generally included an element of education or culture change amongst students, or were highly visible to staff and students. The Evaluation Committee recognises that projects involving significant educational and cultural change benefits may not always result in large, direct, on-campus sustainability outcomes (eg energy and water savings).

Please note that there may be instances of projects deemed worthy in terms of overall organisational benefit, but that do not score highly against all criteria. Projects whose selection will help distribute funding across campuses, Divisions or Faculties may be given some additional weighting in a particular round.

**Assessment criteria:**

1. Relationship to improvement action plans developed through the Learning in Future Environments (LiFE) process

   Applicants are encourage to demonstrate how their project will support or enhance the implementation of LiFE improvement action plans.

2. Proposed benefits in terms of:

   i) Avoiding or minimising $CO_2$ emissions, water use or waste production; or

   ii) Enhancing biodiversity; or

   iii) Other sustainability value;

3. Value in terms of education or cultural change, particularly that which engages students. Considerations here include:

   i) Visibility (e.g. is the image valuable for communicating the University's commitments to staff, students and community?);

   ii) Likely effect on students and level of student involvement with the initiative (eg how often will they

see or interact with it and its results or effects?);

iii) Degree of integration into the curriculum and strategic research areas;

4. Ability to partner with current or proposed research projects at the University;
5. Extent of publicity strategy that will raise awareness of the project, its results and sustainability generally;
6. Value as a model for other initiatives at the University (can it be scaled up or generalised for other sections?);
7. Probability of proposal attracting other funding sources (such as government environmental grants);
8. Financial return on investment.

## Existing energy and water efficiency improvement projects

CSU Green is currently embarking on several projects that will result in energy and water efficiency improvements across CSU's major campuses. These projects will focus on upgrading aged plant and equipment with current technologies (eg lighting, air conditioning and ventilation equipment, improved metering and monitoring), where an appropriate financial payback period can be demonstrated. Solar photovoltaic projects are also being progressed where possible through the University capital program.

CSU Green will be undertaking these efficiency upgrade and extension projects in a prioritised manner.

Projects that target these areas that are already being progressed as part of these efficiency upgrade projects may not receive funding through the Sustainability Grant. If unsure of this point, please contact Edward Maher, Manager CSU Green.

## Consultation with the Division of Facilities Management

The Division of Facilities Management (DFM) is the custodian of the University's core facilities. As part of this role, DFM acts as the consent authority in respect of alterations, additions, change of functionality, and associated changes in regards to the following elements of the University's built environment:

- Building structure;
- Electrical lighting and power systems;
- Building reticulated services;
- Air conditioning / ventilation systems;
- Grounds and ground maintenance; and
- Internal fittings in public areas (eg amenities and corridor areas).

If your grant proposal relates to changes to any of these areas, it is necessary that you consult DFM as ***works will need to be managed by Facilities Planning and Development*** to ensure compatibility with existing systems and infrastructure, comply with relevant building codes and works conducted are to a tradesperson standard.

DFM will have final right of refusal over standards.

(see Section 4 of the Application Form).

It is recommended that you coordinate your contact with DFM through CSU Green.

## Evaluation, reporting and promotion of project outcomes

Successful applications will be made available on the CSU Green website, and may also be made available to future applicants for assistance in preparing a proposal. If there are details within your application which you do not want to be made public, for any reason, you will need to make this clear to CSU Green when submitting your application.

Successful applicants will also be asked to provide periodic updates on the progress of their projects. Successful applicants must also provide evaluation evidence regarding the extent to which their desired project outputs and outcomes were met. A condition of funding is that applicants provide a final written report upon completion. Applicants must respond in a timely manner to all request from CSU Green to participate in evaluation activities (e.g. before and after photographs, final reports, evaluation surveys etc.).

For promotional purposes, successful applicants are strongly encouraged to provide photographs or short videos (iPhone quality acceptable) of various stages of the project. Positive project outcomes will be promoted via the CSU Green website, social media and through other channels as appropriate.

## Responsibility for implementation

It is noted that while CSU Green may be able to provide guidance on the development of a grant submission, it is the responsibility of the project proponents to ensure that implementation is progressed once funding awarded.

Projects are expected to be well progressed within the year grant funding was awarded. One of the purposes of the CSU Sustainability Grant program is to expedite the implementation of worthwhile sustainability projects at CSU. CSU Green reserves the right to terminate funding agreements (following reasonable notification) and seek reimbursement, for projects that are continuously delayed. This process will ensure that the funds are used to produce valuable contributions towards sustainability at CSU.

Please provide a final report of the project to CSU Green by **Friday November 27 2020.** Final report templates are located on the CSU Green website.