Carver and DeLaney Family Environmental Studies Endowment
Grant Guidelines
Last Updated: January 20, 2013

The Carver and DeLaney Family Environmental Studies Endowment seeks to encourage and support student sustainability projects on the Hobart and William Smith campus and in local communities. Small grants (up to $1000) can be used toward sustainability initiatives on campus or local communities, including but not limited to, energy management, water management, food/agriculture systems, biodiversity, community design, infrastructure, outreach/education, etc.

Qualifications:

Any Hobart or William Smith student may submit a proposal. The project must be initiated and completed by the student, but consultation with faculty and/or staff on aspect(s) of the project is strongly encouraged. To apply for funding, a student must have a HWS staff or faculty advisor willing to oversee the project from start to finish. While applicants must be in good academic standing, a high GPA is not necessary to receive funding. Students who receive the Sustainability Grant may also be eligible for an additional award to support presentation of project results at regional or national conferences.

Application:

To apply for research funds, students must submit a one-page narrative and one page of appendices. The first page is the project description and should include a project title, student(s) name, major(s) and minor(s), contact information, and faculty/staff advisor. This should be followed by narrative text that describes the objective(s) of the project, the method(s) to be used in meeting the objective(s), anticipated project outcomes, and how the funds will be used. The second page of the proposal must include two appendices: the first appendix will be a budget page itemizing how the funds will be spent while the second appendix will be the project schedule. Both appendices must fit on one page. The staff/faculty advisor must sign off on the proposal before submission.

Submission Deadline & Selection Criteria:

Applications will be accepted on a continuing basis with initial funding decisions for any semester announced during the last week of classes in the preceding semester. Two copies of the proposal, one electronic and one paper, must be submitted to the Sustainability Manager.

In considering an application, the review committee composed of faculty and staff with sustainability expertise will use the following criteria:
• Anticipated impact on campus and/or local communities sustainability efforts (40%)
• Faculty/staff advisor’s valuation of the students’ capabilities and the likely success of the project (30%)
• Faculty/staff advisor’s ability to provide project support (15%)
• Feasibility of the project (15%)

Students will be notified of their selection during exam week of the preceding term.

**General Administration:**

This funding will be administered by the Office of Sustainability, in consultation with the Finger Lakes Institute, Environmental Studies program, and others to ensure accepted projects align with the Colleges’ and communities’ sustainability goals. Acting as chair of this grant, the Sustainability Manager is responsible for encouraging and recruiting eligible students to apply, reviewing proposals, soliciting proposal feedback from faculty and staff, awarding funds, tracking the expenditure of funds, and summarizing fund activity to the Provost. The chair will also maintain a list of funded projects and amounts. The Provost will provide oversight of the fund and report on fund activity to donors.

**Funding Disbursement:**

Faculty/staff advisors of successful applicants will approve and submit requests for reimbursement or purchase orders up to the award amount to the Sustainability Manager for processing.

**Grantee Responsibilities, Acknowledgement and Tracking:**

Student awardees must submit a final report in .pdf format describing their project. The final report text is limited to two pages and must include a brief project summary, project progress and results, successes and challenges, and next steps (if applicable). A financial report detailing how funds were used must be included as an appendix. Other appendices are also allowed.