

Student Sustainability Grant Funding Guidelines

WHAT IS THE STUDENT SUSTAINABILITY GRANTS ALLOCATION COMMITTEE (SSG-AC)?

The SSG-AC is the official WMU Student Sustainability Grants allocations body. The Student Sustainability Grant is designed to support student research, activities, and initiatives that will foster a campus culture of sustainability and benefit all members of the campus community.

WHO SHOULD APPLY?

The Student Sustainability Grant is available to all WMU students enrolled on Main Campus. Virtually all majors and programs at WMU address one or more aspect of sustainability, therefore the possibilities for projects, initiatives, and events are limitless. Students are strongly encouraged to contact the WMU Office for Sustainability regarding questions about the Student Sustainability Grant, information about past projects, and assistance with proposal development.

EVALUATION

All individuals and groups awarded funds must complete and submit an evaluation to the Office for Sustainability within one month of the end of their timeline. If your grant involves multiple disbursements, subsequent installments of any stipend will only be disbursed after submission of this form.

FUNDING REQUIREMENTS AND RESTRICTIONS

1. Student Sustainability Grants are available to all undergraduate and graduate students enrolled on Main Campus.
2. All applications must include a completed and signed Faculty or Staff Advisor Form. Advisors are expected to work closely with students during the full duration of activities funded by the SF.
3. All proposals must be submitted using the [Student Sustainability Grant Application](#) on the Office for Sustainability website.
4. The Office for Sustainability will evaluate whether proposals are safe, legal, adequately budgeted, and possible within existing university infrastructure. Applicants who submit proposals that do not meet these criteria will be notified within 14 days of submission and given the opportunity for revision.
5. Any application that seeks to make physical changes to WMU grounds or property must be approved by WMU Facilities Management during the Office for Sustainability review.
6. Groups may collectively author and submit applications.
7. Funding will only be awarded *once* to a project per semester. Multiple applications may not be submitted to cover separate parts of an activity in any given application period.

8. Applicants are allowed and encouraged to combine funding from the Sustainability Fund with outside funding sources. The SSG-AC reserves the right to partially fund budget requests.
9. Students requesting Student Sustainability Grants are required to attend a Financial Managers Workshop offered by the Financial Advisor in the Student Activities Leadership Programs (SALP). In order to receive information about the Financial Managers Workshop contact the SALP office at (269) 387- 2115.
10. Applications will be accepted four (4) times per academic year. Each semester's allocation will be available until exhausted. [Click here](#) for current deadlines.
11. Event funding should be sought 60 days in advance of the proposed event or program. Requests will not be accepted for reimbursement if an event or activity has already taken place.
12. All Student Sustainability Grants must remain within the University (on-campus) accounting system as assigned by the Division of Student Affairs (DOSA). Funds may not be transferred into a different fund and cost center, or into an off-campus account, unless approved by the DOSA Financial Advisor.
13. All advertising for Student Sustainability Grant supported activities must adhere to SALP guidelines as well as bear the words “Funded through a WMU Student Sustainability Grant.” A logo with this information is [available here](#). All electronic forms of advertising (i.e. Facebook) and mass emailing must also follow these guidelines. Newspaper advertisements and chalking are exempt. If these words are not located on advertisements and this is reported to the SSG-AC Chair, the SSG-AC will have the authority to review the charges and act appropriately.
14. The SSG-AC cannot expend funds that in its judgment could potentially result in a violation of University regulations.
15. Funding will be denied if the SSG-AC determines that the primary purpose of an activity is to make a charitable donation.
16. The SSG-AC will not provide funds to erase debt, nor will it provide funds to cover expenses already incurred.
17. In accordance with the WMU’s [Non-Discrimination Policy](#), funding shall not be determined on the basis of race, color, religion, national origin, sex, sexual orientation, gender identity, age, protected disability, veteran status, height, weight, or marital status.
18. All unused Student Sustainability Grant funds will be transferred to the Student Survey Implementation & Ongoing Projects Fund at the end of each academic year. Funds approved for phases of a project beyond the current academic year will be earmarked and remain in the Student Sustainability Grants account.
19. Funds may only be used for purposes specified in an applicant's budget. If a line item change or allocations adjustment is required, you must seek approval from the Office for Sustainability.
20. Applicants must use the [Student Sustainability Grant Budget Form](#).

21. All requested funds must be broken down in the form of a line item budget. If an approved line item comes in under budget and another approved line item goes over budget, then the remaining funds may be shifted to cover the shortfall; however, no surplus funds may be used for an unapproved item or service, without prior approval of the Office for Sustainability.
22. The budget must represent the cost of the entire project, including budget items covered by other funding sources. Line items must be clearly described. Contact the Office for Sustainability if you have questions about your budget.

MISCELLANEOUS CONSIDERATIONS

- The SSG-AC, in consultation with DOSA and the Office for Sustainability, will have the power to interpret and enforce all guidelines.
- Students can [email the SSG-AC Chair](#) for more information concerning guidelines or procedures.
- The allocations process is continually improving and the SSG-AC, in consultation with DOSA and the Office for Sustainability may modify these guidelines on an annual basis.

APPEALS

- Any applicant disputing a decision by either the Office for Sustainability or the SSG-AC must complete a [Sustainability Fund Appeals Form](#).
- Applicants who have been rejected during the Office for Sustainability screening process can schedule a meeting with the Director of Sustainability to argue their case.
- Applicants who have been rejected by the SSG-AC can schedule a meeting with the SSG-AC Chair to argue their case.
- If the Chair discovers new information about the application or that an applicant was rejected in error, he/she may call an emergency meeting of the SSG-AC to vote on the application again.
- If an acceptable solution cannot be reached between an applicant and the SSG-AC Chair, the Director or Assistant Director of Sustainability will begin mediation.
- In the event that an appeal still cannot be settled satisfactorily, a final mediation will be scheduled with a University Ombudsman within fourteen (14) days of the meeting(s) mentioned above.