



# Green Fee Policy Funding Guidelines

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## About the Green Fee

The Green Fee supports a wide variety of projects initiated to improve sustainable practices at the University of Wisconsin-Stout. The SSA's Sustainability Council is responsible for recommending allocations of the Green Fee and continuous improvement to the funding process and assisting organizations in planning, implementing, and scaling innovative projects and programs that advance student life and a line with the purpose of the Green Fee Policy.

In most recent years, since 2016 the Green Fee has allocated over \$167,000 in funding to projects that are student-initiated and follow appropriate guidelines for allocable segregated fees within UW System Administrative Policy 820. The SSA Sustainability Director is responsible for monitoring the funds after they are allocated and making sure they are spent. In the case that funds are not spent, the Director will ensure the funds are redistributed to the Green Fee account. As of 2020-2021, the per credit rate for the Green Fee is \$0.38 supporting projects that are sustainable centered focusing on the following priority areas:

1. Applied educational, research and promotional allocations that raise awareness and inform students of sustainability initiatives on campus.
2. Sustainable development of campus buildings, focusing on design, construction, maintenance, Clean Energy projects, and landscaping.
3. Resource conservation surrounding water pollution and storm water mitigation, and alternative transportation focusing on low to no fuel options, improvements in the effectiveness of waste reduction and reducing pollution.
4. Sustainable Food options, designed to be more diverse and ecofriendly.

## Award Timeline

Green Fee funds will be allocated during the fall and spring semesters only. Students, faculty, and staff are encouraged to provide project ideas to the SSA Sustainability Council at any time of the year. The SSA Sustainability Council will consider these project ideas from the campus, as well as project ideas the Sustainability Council generates themselves.



<b>Wednesday, September 4</b>	Classes begin and Sustainability Council will start taking funding recommendations and planning first semester funding.
<b>Wednesday, October 23</b>	Beginning of Second Quarter and recommend by the Sustainability Council that projects with goals of being funded the first semester be brought to the council.
<b>Thursday, January 2, 2020</b>	Contractual Semester Ends, and Council meeting with halt
<b>Monday, January 27</b>	Classes Begin, and the Sustainability Council will be meeting again.
<b>Monday, March 23</b>	Beginning of Fourth Quarter and recommended that projects that require considerable funding should be brought to the council.
<b>Friday, May 8</b>	Classes End/End of Fourth Quarter and end of spring funding period.
<b>Summer</b>	Opportunities to submit early project ideas to the Director of Sustainability for early consideration.

## Funding Timeline of Projects

For each project the motion for allocating Green Fee Funds must pass through the Sustainability Council and the U.S.S. of the SSA. This process could last up to 3 weeks after the project has been developed. All parties involved with the development of a project are asked to be aware of this timeline.

Timelines of each project will be developed with the aid of the Sustainability Council and are expected to be developed prior to implementing projects. When these timelines are being made you must identify when the Sustainability Council will be requesting project reports from those whose projects have full or partial Green Fee Funding.



Green Fee funded projects may require ongoing maintenance in order to keep them functional. Each academic year, \$500 of the Green Fee Account shall be earmarked for necessary maintenance for existing projects.

Example Timeline Outline:

- I. Funding is approved by the U.S.S. of the SSA.
- II. The Director of Sustainability will write up a memo for allocating Green Fee funds and send it out within one (1) week of funding approval.
- III. When funds are expended it will be reported to the Sustainability Council.
- IV. Short-Term Projects (expected to be completed before the end of the fiscal year)
  - i. It will be reported to the Sustainability Council when the project is completed.
  - ii. It will be reported to the Sustainability Council if anything arises that pushes back the original timeline for completion of the project.
  - iii. The Sustainability Council will invite the department/organization receiving funding to a Council meeting once per semester to provide a progress report until the project is implemented.
- V. Long-Term Projects (Not expected to be completed before the end of the fiscal year)
  - i. Reports will be required from departments and organizations in charge of the project at least once per semester on the status of the project.
  - ii. Report requests will be sent by the Sustainability Council.
  - iii. The Sustainability Council will invite the department/organization receiving funding to a Council meeting once per semester to provide a progress report until the project is implemented.

## Eligibility Requirements

In order to apply for Green Fee funding, you must meet one of following eligibility requirements:

1. Be a UW-Stout segregated fee-paying student
2. Be a registered Student Organization
3. Be a member of a shared governance committee
4. Be an employee or department of UW-Stout

## Submission Instructions

If interested in Green Fee Funding, please consider the steps below:

- I. Review Green Fee Policy and understand Administrative Policy 820.
- II. Visit Funding Guidelines document and read carefully filling out Project guideline questions. See Funding Guideline Rubric.



- III. Reach out and contact SSA's Sustainability Council ([ssasustainability@uwstout.edu](mailto:ssasustainability@uwstout.edu)) by email and schedule a time to come sit with the council and discuss your idea.
- IV. Prepare a detailed presentation and budget timeline for your project (with help from the council)
- V. Return to the Sustainability Council with your final proposal (The council will discuss and give revisions or vote to approve or deny your request)
- VI. If approved your project will be discussed and approved or denied by the U.S.S. of the SSA.
- VII. Your project will enter the funding process starting with a memo for allocating Green Fee funds and will be sent out within one (1) week of funding approval. See Funding Timeline of Projects for more information.

## Sustainability Council Funding Guideline Rubric

The following Sustainability Council Funding Guideline Rubric should be considered when proposing funding for a project. The purpose of this Funding Rubric is to provide the Sustainability Council with a means of rating projects and ideas brought to the Council to ensure that the project is appropriate for the Sustainability Council to fund and implement. When individuals or organizations present a plan to the Sustainability Council, the Council will ask the rubric questions and rate each answer on a scale of 1-5, five being excellent satisfaction to the subject, and one being very poor satisfaction.

Some questions are not scored and considered preliminary questions designed to help the Council understand the scope of the project. The criteria for each item may be explained at the time of the meeting if needed; however, an organization or individuals are expected to come prepared, having read both the Green Fee Policy document and this corresponding Funding Guideline document. Projects that do not meet the minimum score of 20 may not be suitable for Green Fee funding; however, it is up to the Council's discretion on whether to approve the project.