



New York State Association for Reduction, Reuse and Recycling Inc.

College Council Grant Application 2016

INFORMATION & INSTRUCTIONS

NYSAR³ College Council grants will be awarded through a competitive application process designed to provide a limited number of awards of up to \$5,000.00 for source reduction, reuse, or recycling programs on campus. Member Institutions are encouraged to apply for a grant of up to the full amount. It is possible that not all applications will be awarded.

The grant submission period runs from October 15th 2016 to December 19th 2016. The award recipients will be announced January 20th 2017.

This document includes all the information you need in order to submit a project proposal and grant application. Questions should be directed to College Council Chair, Lorinda Hill, (845)574-4524, lhill@sunyrockland.edu.

Completed grant applications should be submitted by email to nysar3collegecouncilgrants@gmail.com.

General Information

- The grant program is open only to College Council members in good standing. Within each college or university, however, more than one “entity” can apply – for example, student-run environmental or recycling clubs; sustainability department; facilities organizations; other related campus-based organizations or departments.
- Proposed projects should involve a creative and innovative approach to initiating, improving, or expanding programs dealing with source reduction, reuse, or recycling (including composting and food waste management) on campus. **NOTE: the grant program is not designed for energy or water conservation projects unless they are part of a larger 3Rs-related effort.)**
- Projects should include an education component.
- A past award winner may apply for another grant provided that 1) the final report from the previously awarded project has been submitted and accepted by NYSAR³, and 2) the new submission is for a new project or a substantial addition to the previously funded project.
- Grant applications will be reviewed by a committee made up of College Council representatives and regular NYSAR³ members. This committee’s decision on award recipients will be final.

- Grant recipients must agree to provide quantitative and qualitative documentation on the impact the grant has had on targeted programs. Progress reports must be submitted every 3 months until project completion beginning 1 month after project commencement. Project must begin within **1 semester** of receiving the grant. **Projects must be completed within 13 months unless otherwise approved by NYSAR³**The final report is due within 3 months after the conclusion of the project and should show how the grant funds were dispensed.

Proposal Format

The grant application/project proposal should be prepared using the attached forms for consistency and to facilitate the review process. Please prepare your proposal using the attached forms and be sure to complete each section:

Project title: A concise title that describes the basic nature of the proposed project. If necessary, include 1 - 2 sentences describing the project goals and anticipated outcomes, and whether the project involves source reduction, reuse, or recycling.

Organization information: Provide the name of the college or university, the organization or department within the college or university submitting the application, primary contact information including name, title, real mail address, e-mail address, and phone number(s). Also provide the contact information for the approving supervisor, advisor, faculty member, or department head if different from the primary contact.

Detailed project description: No more than 2 pages describing the project in detail with goals and objectives and anticipated outcomes that you feel would make the project a success. Describe how the College Council grant would help achieve those outcomes.

Proposed project budget form: Give a general idea of what the project is expected to cost and where the funds will come from other than the grant. The specific details of the budget will be submitted with the final project report.

Project Proposal / Grant Application Criteria

When answering the following questions please keep your responses to the allotted space. Information should be typed single space, 12 point font.

- 1. How will the project generate interest and awareness, and motivate students, faculty, and staff to get involved? (no more than 1 page)**
- 2. Is the project sustainable, transferable, and adaptable by other colleges and universities? Why? (no more than 1 page)**
- 3. What is the education component included in the project, and how will it be implemented? (no more than 1 page)**
- 4. Indicate your willingness and intent to provide the requested documentation regarding the impact the grant had on the targeted program. (no more than half a page)**



New York State Association for Reduction, Reuse and Recycling Inc.

College Council Grant Application

Applicant Information

Submit Completed Application to: nysar3collegecouncilgrants@gmail.com

Fill in all fields

PROJECT TITLE: _____

Member Institution Name: _____

Submitting Department: _____

Has this organization been awarded a grant in the past? _____ Yes _____ No

If yes, in what year and for what project? _____

Primary Contact Name: _____

Title: _____

Address: _____

Email: _____

Phone: _____

**Approving Supervisor/ Advisor/
Faculty Member/ Department Head**

Contact Info (If different from primary contact)



New York State Association for Reduction, Reuse and Recycling Inc.

College Council Grant Application

Fill this out to the best of your ability. It's to give the committee an idea of the scope of the project.

Proposed Project Budget FORM

Total Project Budget :\$ _____

Proposed Additional Funding Sources: _____

Proposed Budget Dispersal