



**College of Charleston Quality Enhancement Plan  
Sustainability Literacy Institute - Mini Grant Funding  
2018-2019 CofC Sustains/Solves Theme of the Year: “Social Justice  
and Fair Distribution”**

As the hub for sustainability literacy at the College of Charleston, the Sustainability Literacy Institute (SLI) views the engagement of students, faculty, and staff in sustainability projects and events as a high priority. In line with this desire for engagement, the SLI is offering mini grants (up to \$1000 per proposal) for the purposes of creating a College community that is empowered to inculcate sustainability literacy. The SLI Mini Grant application should be used to apply for funding from the SLI to help with these endeavors with a specific focus on our 2018-2019 CofC Sustains/Solves theme of the year, “Social Justice and Fair Distribution.”

Applicants are *required to complete all sections of the application form*. Incomplete applications will not be considered for funding, as the information provided will be used to select which grant applications are funded. If assistance is needed in planning or budgeting an event/project, SLI staff will be willing to assist applicants complete the process.

Applicants should note that SLI funds are for on-campus (main campus, Grice Marine Lab, Dixie plantation, North Campus, Cigar Factory-MA Historic Preservation) use **ONLY** and cannot be used to cover travel or expenses related to activities that do not occur on any of these CofC campuses.

*Any student, staff, or faculty member may apply for the mini grant.* Applications for monies to be awarded for the fall, 2018 semester (to be used before December 10<sup>th</sup>, 2018) are due by March 15<sup>th</sup>, 2018 at 10pm. Please send completed applications to the SLI director, Todd LeVasseur, at [levasseur@cofc.edu](mailto:levasseur@cofc.edu).

Further details about the SLI can be found at [sustain.cofc.edu](http://sustain.cofc.edu).

**\*\*Please note that all events using SLI mini grant funds must be alcohol free.\*\***

**\*\*Please also note that minigrant recipients must follow all procurement guidelines and protocols in order to receive SLI monies. Please see the end of this application for further procurement information.\*\***

## **Application**

- 1. Student/Staff/Faculty name(s):** Please indicate who the primary contact is if there are multiple people involved in the proposal.
- 2. Primary contact email:**
- 3. Club(s) or Organization(s) involved, if applicable:**
- 4. School(s), department(s), or program(s) involved, if applicable:**
- 5. Date, time, and location of event:**
- 6. Will you need help from the Sustainability Literacy Institute in requesting a location to host the event? If so, please specify:**
- 7. Target audience (for example, undergraduate, graduate, academic program, residence hall, fraternity and sorority life, student club):**
- 8. Please select the estimated student audience of the event:**
  - The event is not geared towards and will not include students
  - Less than 10 students
  - 11 to 20 students
  - 21 to 35 students
  - 36 to 50 students
  - 51 to 99 students
  - 100 to 199 students
  - 200 or more students
- 9. How will the event be publicized?**
- 10. Will the event require assistance for special needs community members? If so, please specify:**
- 11. Is this event a:** (select the appropriate option)
  - Guest speaker
  - Film screening
  - Educational workshop/training
  - Reading group
  - Other---please specify:
- 12. Description of the event and how it relates to sustainability literacy:**
- 13. Description of how the event relates to the 201-2019 theme of social justice and the triple bottom line.**

- 14. Description of which QEP goals and student learning outcomes the event will address.**
- 15. How do you envision creating cross-campus collaboration in hosting the event, if at all?**
- 16. Provide a budget for the event and an implementation plan.** Please include all funding sources, and confirm you understand procurement protocols.
- 17. Please list prior SLI mini grant applications you have received, providing the event, date of event, and amount funded.**

## **Sustainability Literacy Institute (SLI) Mini Grants Application**

### **Selection Committee Criteria**

**Please find below the criteria that will be utilized in determining whether a SLI mini grant application is to be approved. *Applications for mini grants will only be evaluated if the applicant addresses all aspects of the mini grant form.* Funding is also contingent on existing SLI budget and resources, so that it is not guaranteed that all proposals can or will be funded.**

**All proposals will be evaluated by at least five members of the SLI Implementation Committee (IC), as well as the SLI director and at least two SLI faculty fellows. The SLI is interested in smaller projects, but also larger projects that have a collaborative component with other departments or academic programs and that are student centered. The SLI may provide support in developing larger projects.**

### **CRITERIA FOR SELECTION:**

1. Overall level of impact of the proposed event/project on students and the campus.
2. Cross-campus collaboration and learning.
  - a. Does the application provide strong evidence it will appeal to multiple Schools, departments, academic programs, clubs, or organizations?
  - b. Does the project/event create a space and context for interdisciplinary discussion, dialogue, and collaboration around the Triple Bottom Line?
3. Connection to relevant QEP goals and student learning outcomes.
4. Connection to the annual QEP theme.
5. The expected number of students reached and impacted.
6. How many legs of the triple bottom line (TBL) the event addresses.
7. The detail of the budget and a plan for implementation.
8. The amount of requested funding.

9. Funding could be dependent on whether similar events/projects have been suggested/offered.
10. The proposal will help the SLI meet its operational goals, objective, mission, and values. (Please visit [sustain.cofc.edu](http://sustain.cofc.edu) for further details.)

## **PROCUREMENT PROTOCOLS:**

Grant recipients should never use their own money for any purchase and then attempt to request reimbursement. Either a purchase order should be generated before a vendor begins service or delivers goods OR arrangements have been made with the vendor to pay using a CofC issued PCard. This would include verifying that the amount is below the \$2500 limit and the purchase is not a restricted item. Expenditure Authorizations are not used to purchase goods/services and should only be used for those instances where allowed (travel, conference registration fees, honorariums, stipends, etc.).

This link explains the different types of purchases:

<http://procurement.cofc.edu/procurement-manual/sources-and-methods-of-purchasing.php>

This is the link to Procurement's Purchasing Grid (decision tree). It helps point the way to whether an applicant will need a PO, EA or can use a PCard.

<http://procurement.cofc.edu/documents/Purchasing%20Grid%20Sept%202017.pdf>

Any procurement related questions can be addressed directly to:

Cheryl S. Drum

Procurement Training Coordinator

p: 843.953.2756

<http://blogs.cofc.edu/procurement>