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BRIEF HISTORY OF THE CENTER

The Office of Sustainability was established in August 2011 at the College of Charleston (CofC) to create more pathways for student engagement in sustainability practices and programs both on and off campus. In 2017, the Sustainability Literacy Institute was created to help operationalize the new QEP focus of "Sustainability Literacy." In 2019, the Office of Sustainability and the Sustainability Literacy Institute joined forces to become the Center for Sustainable Development.

The Center operationalizes its values by promoting creative, solution-oriented thinking with respect to the five pillars of sustainability (personal, political, social, economic, and environmental). The Center is a dynamic, inclusive and collaborative work environment, which also serves as an incubator for innovative, action-oriented strategies and applied sustainability initiatives.

DEFINITION OF SUSTAINABILITY

Sustainability – as defined by the College's Quality Enhancement Plan – is the ability to integrate economic, social and environmental systems in ways that allow for individual, institutional, community, regional and planetary resilience. It is the objective of our QEP to enhance student learning by helping students acquire sustainability literacy. This means having the knowledge and skills to advocate for resilient social, economic and environmental systems--commonly referred to as the triple bottom line.
Every semester, each student pays a $10.00 fee that is earmarked for advancing sustainability at the College. These fees and the fund that is generated from it were student initiated and student driven from the start. In the spirit of this and as the managers of this fund, the Center for Sustainable Development wants to continue to ensure that all projects funded through the Cougar Changemaker Program (formerly the ECOllective Student Project Committee) have a direct and obvious benefit for the students, take a strong step toward making the campus more sustainable, and embody the spirit of this initial venture.

The Cougar Changemaker Program aims to empower the campus community to create and implement innovative sustainable projects through an accessible, adaptable, and well-supported changemaking framework.
COUGAR CHANGEMAKER COMMITTEE

The Cougar Changemaker Committee is a body of five or more students who receive the project proposals and collectively decide which projects will receive funding. These students come from a range of academic backgrounds including business, political science, the physical sciences, anthropology, etc. The inclusion of a range of majors allows the committee to apply diverse perspectives and expertise in assisting applicants during the formulation of their proposal and in the final project assessments. All committee members report to the Center for Sustainable Development and are advised by a faculty or staff advisor.

If you would like to be a part of the Cougar Changemaker committee, please complete this application.
ABOUT THIS FUNDING OPPORTUNITY

Up to $5,000 is available for the student-run, student-driven projects that seek to make the College of Charleston a more sustainable campus.

PROJECT THEMES:
(INCLUDING BUT NOT LIMITED TO)

- Advocacy (e.g. environmental justice, social equity, accessibility)
- Art related to sustainability
- Campus infrastructure (e.g. waste, energy, water, grounds)
- Climate change
- Economic/Financial sustainability
- Food sustainability
- Research or experimental project
- Sustainable procurement
- Transportation
- Well-being
FUNDING REQUIREMENTS

- Project team must be led by an official project leader that is a current College of Charleston student. Faculty and staff may serve as mentors for a project, but the project lead must be a student.
- Must make a positive, sustainable change on the College of Charleston campus; all tangible aspects of a project must be completed on College of Charleston property.
- Educates students or provides educational materials for College of Charleston students about the sustainable impact of the project.
- Methods of implementation must be feasible and the timeline to implement the project must be reasonable. All steps of the project should be described as detailed as possible.
- Costs must be reasonable; requested funds must be reduced as much as possible.
- If the project is implemented and completed, the proposal must include methods to advertise the project to students about the purpose and existence of the project.
- Cannot be a revenue generating project. The Cougar Changemaker Program cannot fund a potential business as Cougar Changemaker must be sure all revenue from the project must be for a sustainable change on campus.
- Cougar Changemaker cannot fund any travel expenses.
- There are no limits on the amount of projects an individual can submit, but an individual’s initial project must be completed before the individual can apply for funds for another project.

PROCUREMENT REQUIREMENTS

- All project leads must coordinate with the Center before initiating an approved project.
- A funding contract must be signed before initiating an approved project.
- All funds must follow South Carolina State procurement guidelines.
This evaluation process is designed to allow all applicants to successfully complete the process; we want you to receive funding! With that said, all successful projects require a substantial amount of work. A key goal of Cougar Changemaker is to ensure that the projects that get funded are, in fact, sustainable. Sustainability must be planned, designed, piloted and tested to be successfully implemented.

Here we provide a brief overview of how the process works. This will give you a general idea of what to expect. Following this section, we outline each step in detail. It is intended that you read through this entire process before submitting a proposal and then reference each detailed step as you complete it. This step-by-step process is used for evaluating full project proposals.
**Application Process**
**Cougar Changemakers Program**

Center for Sustainable Development, College of Charleston | May 2021

### Phase 1: Gauging Initial Interest
- Submit Interest Form
  - Go to [https://forms.gle/tGNTKrGysijBMGFU7](https://forms.gle/tGNTKrGysijBMGFU7)
  - The Committee Chair will be your main point of contact throughout the process. They will be there to answer questions, provide feedback, and assist with the creation of the full proposal.
- Email Confirmation from the Cougar Changemaker Committee Chair

### Phase 2: Full Proposal Submission & Review
- Prepare & Submit Full Proposal
- Reviewed by Student Committee & Faculty Advisor
- Reviewed by CSD Staff
  - If approved
    - Funding Contract Signed by Applicant
    - Sent to CSD Staff to Process Funding
    - Implement Project
  - If not approved
    - Proposal Returned with Feedback

### Phase 3: Implementation & Report Preparation
- Submit Final Report within two weeks of project completion
THE STEPS IN DETAIL

STEP 1: SUBMIT THE INTEREST FORM

Once you have an idea for a proposal, your first step is to submit the online Interest Form.

This form will gather preliminary information about your project so we can better assist you with the full proposal.

STEP 2: EMAIL CONFIRMATION

After submitting the interest form, the Cougar Changemaker Committee Chair will reach to confirm they have received your interest form. They will be your main point of contact throughout the process. They will help refine your idea, provide feedback, identify useful contacts, and assist you with the creation of your full proposal.
STEP 3: PREPARE & SUBMIT A FINAL PROPOSAL

There are multiple components that need to be completed for the final proposal to be considered for the funding.

BUDGET

The budget submitted for the proposal should be comprehensive, cost-effective, and appropriately detailed to justify each expenditure; considers implementation AND maintenance costs.

What the Budget should include:

1. **Implementation costs** – the costs associated with doing the project. All projects should have a list of costs associated in implementation. Be sure to break down all items line by line (in both per unit cost and a total cost) that are associated with implementation.

2. **Maintenance costs** – costs beyond the costs of implementation that help maintain and upkeep the project from year to year (making it sustainable). Not all projects will have maintenance costs.

3. **Sources** – How/where did you come up with the numbers that you are using in your budget? Include invoices, price estimates, online price verification, etc.

4. **Other funding** – Do you have funding from other sources? If so, list all sources out

Be sure to provide justification for costs as needed!

Applicants can use the provided budget template and attach it to the full proposal application, or attach their own itemized budget to the full proposal that reflects the required information.
There are multiple components that need to be completed for the final proposal to be considered for the funding.

**STEP 3: PREPARE & SUBMIT A FULL PROPOSAL**

**OBJECTIVES & ASSESSMENT**

The full proposal should include clear project objectives and ways to assess the success of the project.

**EXAMPLE:**
- Project: Bringing a sustainability speaker to campus
- Objective: Raise awareness and engage students on the speaker’s topic
- Assessment: Sign-in sheet indicating the total number of student attendees at the event

**EDUCATION, OUTREACH & PROMOTION**

Includes a plan to promote the project and raise awareness of sustainability efforts at CofC with high visibility.

**TIMELINE**

The timeline should be thorough, feasible and have detailed steps for implementation. Potential obstacles should be identified and addressed. Project team must demonstrate capability and confidence to complete the project within a reasonable timeframe.

CLICK HERE FOR A SAMPLE PROPOSAL
STEP 4: REVIEWED BY STUDENT COMMITTEE & FACULTY ADVISOR

Once the final proposal is completed and submitted, the student committee and the Faculty Advisor will review the proposal based on the evaluation criteria provided in the rubric. The main evaluation criteria is listed on pages 13 and 14.

STEP 5: REVIEWED BY CSD STAFF

This is the last step before the project can be submitted to receive the funding. There are two different outcomes that can happen when the proposal is reviewed by a member of the Center.

1. If the proposal is approved, the Funding Contract will be signed by the applicant and begin processing.
2. If the proposal is not approved, the proposal will be sent back to the applicant with feedback. The applicant will have the opportunity to amend the proposal and re-submit it.
STEP 6: SENT TO CSD STAFF TO PROCESS FUNDING

The Center for Sustainable Development staff member will begin processing the proposal with procurement to receive the funding.

Please be sure to review the funding requirements and the funding contract (page 16)! If you have any questions reach out to the Committee Chair.

STEP 7: IMPLEMENT PROJECT

After the contract is signed and the funds have been fully processed, the applicant can begin to implement the project.

There is a final report that will need to be submitted within two weeks of completion of the project.

Although the Cougar Changemaker proposal has been approved, please do not hesitate to reach out to the Committee Chair, or email sustainability@cofc.edu if you have any questions or concerns.
EVALUATION CRITERIA

BUDGET
Project applicants should consider both implementation and maintenance costs (short-term and long-term). Costs should be reasonable and detailed to an appropriate extent.

TIMELINE
Timeline should be feasible and reasonably achievable within the portion of time mapped out by the applicant.

UNDERSTANDING OF THE CHALLENGE OR OPPORTUNITY AND STAKEHOLDERS INVOLVED
Demonstrates a good grasp of the challenge/opportunity and the stakeholders involved. Applicant(s) demonstrates having worked with key stakeholders involved with the challenge/opportunity.

CLARITY OF SOLUTION
Applicant(s) work provides an effective solution and strategies for implementing the solution, which address multiple stakeholders and systems.

EDUCATION, OUTREACH, AND PROMOTION
Proposal includes a plan to promote the project and raise awareness of sustainability efforts at CofC with high visibility.
EVALUATION CRITERIA

ADVOCATE FOR RESILIENCY AT VARIOUS LEVELS
Applicant(s) work demonstrates a comprehensive understanding of Triple Bottom Line problems and resiliency, and advocates for resiliency with multiple stakeholders beyond the campus level (community, national, international).

INSTITUTIONAL SUPPORT/COLLABORATION
Project has documented approval from relevant campus or community partners AND clearly defines their role(s) to plan, implement and maintain project.

PROJECT LIFESPAN
Project has a lasting impact and demonstrates opportunities to build on or scale. Projects requiring continued maintenance have a detailed plan for operations after the funding period. Project team designates an individual or campus entity to oversee project beyond their time at CofC.

MEASURABILITY/ASSESSMENT
Proposal includes a clearly defined assessment component (quantitative or qualitative) to track the project’s progress and impact. Project team must provide a short summary report with metrics upon completion of the project.

HOLISTIC SCOPE OF SUSTAINABILITY
Project goals clearly support holistic sustainability AND align with specific UN SDGs*.
The 2030 Agenda for Sustainable Development, adopted by all United Nations Member States in 2015, provides a shared blueprint for peace and prosperity for people and the planet, now and into the future. At its heart are the 17 Sustainable Development Goals (SDGs), which are an urgent call for action by all countries - developed and developing - in a global partnership. They recognize that ending poverty and other deprivations must go hand-in-hand with strategies that improve health and education, reduce inequality, and spur economic growth – all while tackling climate change and working to preserve our oceans and forests.
Cougar Changemaker Funding Agreement

Every semester, each student pays a $10.00 fee that is earmarked for advancing sustainability at the College. These fees and the fund that is generated from it were student initiated and student driven from the start. In the spirit of this and as the managers of this fund, the Center for Sustainable Development wants to continue to ensure that all projects funded through the Cougar Changemaker program (formerly ECOllective) have a direct and obvious benefit for the students, take a strong step toward making the campus more sustainable, and embody the spirit of this initial venture. Your initiative has been selected because we believe it will do just that.

To ensure that all projects funded from the Cougar Changemaker work to embody the above, we have created this funding contract to explicitly outline our expectations.

A. In accepting funds from Cougar Changemaker, I agree to:

1. Complete all objectives listed in my proposal and the contingency addendum (section B) to the best of my ability or make other arrangements through consultation with the Cougar Changemaker Committee. ____
2. Understand the College’s Procurement Guidelines. The Cougar Changemaker Chair will provide additional information. ____
3. Not commit the College / Cougar Changemaker to accept / pay for supplies, services or equipment without a purchase method determination. ____
4. Include the Center for Sustainable Development and Cougar Changemaker graphics in any promotion / advertising for the project. Include messaging to indicate funds for the project were drawn from the Cougar Changemaker and the project was a collaboration with the Center for Sustainable Development. ____
5. Provide a monthly update on the project through its completion to an identified representative of the Center for Sustainable Development. This can be through email, blog (preferred), personal meetings, etc. The Cougar Changemaker Chair will help you to determine what is most appropriate for your project. ____
6. Complete the final report within three months of project completion. ____
7. Be available, through email at a minimum, to provide insight and suggestions for other students working on similar projects/events/etc. ____
B. Contingency Addendum Items:

*Based on each unique project.*

C. Funds can be dispersed in the following methods:

1. Email the Center a “shopping cart” or itemized quote that includes all relevant information (web address of company* you are purchasing from, model/item #s, quantities) and the Center will make the purchase. Please allow for a full business week for processing and adjust your project timeline accordingly. ____
2. Submit an IDT (Inter-departmental transfer) to have funds transferred from the Cougar Changemaker to another College account. Please allow for a full business week for processing and adjust your project timeline accordingly. ____
3. For events that require payment for food, speakers or other needs, additional forms must be completed and submitted to the Center on behalf of the project. (Any food purchases above $150.00 must be ordered through CofC Dining Services). ____
4. If your project does not fall under any of these methods, please coordinate with a Center for Sustainable Development representative before moving forward. ____

**Note:** Project implementation can ONLY begin after funds have been dispersed via the Center or another College department. Per South Carolina Procurement Code, purchases made by individuals are unauthorized and will not be approved retroactively.**

D. You must also:

1. Plan your project to reduce the number of different purchases needed. Plan ahead and adjust your project timeline accordingly. ____
2. If a different department is purchasing on behalf of your project, keep a receipt/invoice for all purchases and provide the Cougar Changemaker Chair with original copies within 15 days of purchase. ____
3. Spend all allocated funds within ONE year of the approved funding agreement date, with the possibility of extension contingent upon committee approval. ____
4. If at all possible, work to reduce the cost of your project from your original budget. Any use of excess funds not approved in the original budget must be approved by the committee. ____

*Please note if the company is not already in the CofC’s Procurement system, a W-9 will need to be completed and submitted along with the quote. This can add additional time to the process, so please plan accordingly.
This contract authorizes \textdollar{X,XXX} to be set aside from Cougar Changemaker funding for the \{PROJECT\} project.

My signature indicates that this contract has been fully explained to me and that I understand and agree to all terms listed above.

\begin{align*}
\text{Signature of Project Leader} & \quad \text{Date} \\
\text{Signature of Cougar Changemaker Chair} & \quad \text{Date} \\
\text{Signature of Center for Sustainable Development Representative} & \quad \text{Date}
\end{align*}

Please list all team members below with email address:

\begin{align*}
\text{Team Member} & \quad \text{Email} \\
\text{Team Member} & \quad \text{Email} \\
\text{Team Member} & \quad \text{Email} \\
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# CAMPUS CONTACT INFORMATION

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<th>CONTACT EMAIL</th>
<th>CONTACT PHONE</th>
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<tr>
<td>Facilities/Sustainability</td>
<td><a href="mailto:everettdc@cofc.edu">everettdc@cofc.edu</a></td>
<td>843.953.0749</td>
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<tr>
<td>Grounds, landscaping, gardens</td>
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<tr>
<td>Installation of projects on campus</td>
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<td>Composting (non-dining hall)</td>
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<th>Food/Dining</th>
<th><a href="mailto:diningservices@cofc.edu">diningservices@cofc.edu</a></th>
<th>843.953.5539</th>
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<td>Catering / food on campus</td>
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<td>dining facilities</td>
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## CAMPUS CONTACT INFORMATION

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<td><strong>Student Life</strong></td>
<td><a href="mailto:studentlife@cofc.edu">studentlife@cofc.edu</a></td>
<td>843.953.2291</td>
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<tr>
<td>Cougar Food Pantry</td>
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<tr>
<td>Weeks of Welcome / Activities</td>
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<td>Reserving space in Stern Center, Stern Garden, Cougar Mall, Rivers Green or RITA 101-103</td>
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<td>Student Clubs &amp; Organizations</td>
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<td><strong>Campus HQ</strong></td>
<td><a href="mailto:campusservices@cofc.edu">campusservices@cofc.edu</a></td>
<td>843.953.1100</td>
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<td>Bookstore</td>
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<td>Cougar Card</td>
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<td><strong>Housing/Residence Life</strong></td>
<td><a href="mailto:housing@cofc.edu">housing@cofc.edu</a></td>
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QUESTIONS?

Reach out to the Cougar Changemaker Committee Chair, or email sustainability@cofc.edu.