
SUSTAINABLE Mini-grant Program

In support of BHCC's long-term goal to promote sustainability and its mission to promote professional excellence, the Office of Academic Affairs and Student Services and the Office of Sustainability Management are offering a program of funding for faculty and staff who propose innovative projects that integrate sustainability within existing courses or that benefit the college-wide pursuit of climate neutrality.

Who is Eligible to Apply?

All faculty and professional staff are invited to submit proposals for the *SUSTAINABILITY Mini-grant Program*. Traditionally mini-grants have been awarded to individuals but this year, BHCC is promoting collaboration by also encouraging group proposals from departments, small groups within departments, interdepartmental groups and initiatives that support new program development, new course development, facilities related improvements and workforce education.

What Kinds of Proposals Will Be Considered?

Mini-grants for the 2010-2011 academic year will be awarded to proposals that are directly related to sustainability issues and that will be integrated as components within existing courses or ideas that will result in the College's reduction of its carbon footprint. Topics may include the following:

- Sustainability Components for Existing Courses
- Alternative Transportation Options
- Green IT
- Climate Action Planning
- Renewable Energy Education
- Awareness and Behavioral Campaigns
- Campus-based Composting
- Sustainability themed Living Communities Seminars
- Alternative Fuel Sources
- Hazardous Waste
- Greening Athletics
- Zero Waste Events
- New On-Line Courses
- Emerging Green Technologies
- Green Business Case Studies
- New Academic Programs or Courses

In addition, mini-grant funding may also be utilized to pursue industry certifications offered by organizations such as the United States Green Building Council (LEED), the Association of Energy Engineers (AEE) the Building Performance Institute (BPI) and the North American Board of Certified Energy Providers (NAPCEP).

What Must the SUSTAINABILITY Mini-grant Proposal Include?

All proposals should include the following items:

1) Title Page

Identify the applicant(s) and their respective roles at BHCC and the project name.

2) Project Abstract

List the project title and abstract. Abstract must be suitable for public distribution, should the proposal be funded.

3) Project Significance

Describe the significance of the proposed project and its connection to the College's sustainability goal.

4) Project Plan

Clearly identify the roles and responsibilities of each person involved in the project, the methods and resources to be used, the specific course(s) and number of students affected and timeline for project completion.

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5) Enhancement of Student Outcomes

Include a description of how the student learning experience will be enhanced as a result of the proposed concept. Also describe how the project will be integrated into existing coursework or how it further promotes college-wide commitment to sustainability.

6) Statement on Assessment Plan

Include a description of an assessment plan designed to measure the desired goals and, if relevant, intended scholarship (publications, presentations) associated with the project.

7) Budget Worksheet

Provide an itemized budget and budget rationale that clearly specifies all anticipated expenses for the proposed project. Clearly indicate the relevance of each budget item to the project being proposed. The maximum total budget per application is \$3000. Funds may be used for a variety of things including:

- Faculty Stipends at \$500 for incorporating sustainability components into existing curriculum; \$1000 for new course development or enlargement (outlines only); \$1500 for new course development (outlines and materials) or \$3000 for development of a certificate or degree program (outlines and materials). New degree or certificate programs may be proposed by two individuals jointly with a \$4000 budget (outlines and materials)
- Materials and/or technology costs to support course development or delivery
- Faculty Professional Development opportunities related to course enhancement or enlargement

How will Proposals Be Reviewed?

All proposals received by the December 15, 2010 deadline will be reviewed and ranked by a committee chaired by the Director of Sustainability and composed of faculty, staff and external reviewers appointed by the President. Successful applicants will be notified by January 31, 2011. Project status reports are due by March 31, 2011. Projects must be completed by June 10, 2011. Partial payments requests will be considered for work in progress. Otherwise, full payments will be issued by the end of the fiscal year 2011. Proposals will be evaluated according to the following criteria:

- Clarity of the Project Plan. Successful proposals will have a clear design, a strong link between design and intended outcomes and a high likelihood of the proposers being about to complete the project within the timeline provided.
- Degree to which sustainability is integrated within existing curriculum or is integral in new course or program design.
- Impact on the college-wide community and relevance for BHCC's stated sustainability goals.
- Validity of concept, thoroughness of research and potential for the project to be successful and repeatable in the future.

How Can Individuals or Groups Apply?

Prepare the proposal and submit electronically to the BHCC Director of Sustainability, Paul Wolff at pjwolff@bhcc.mass.edu. Proposals are due no later than December 15, 2010. If you have any further questions about the *SUSTAINBLE Mini-grant Program*, please feel free to contact Paul Wolff directly at 617 228 2384.

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