PREScotT coLLeGE
Sustainability Council

Project Funding Proposal Instructions

NOTE: Please read these instructions thoroughly before preparing a project proposal. If your proposal is not complete it will not be eligible for funding consideration.

The Prescott College Sustainability Council is requesting proposals from students, faculty and staff for projects to fund in order to advance sustainability within the Prescott College community and beyond.

Project proposals must include all of the overview information specified below within a complete and concise (proportionate to the amount requested—one page asking for $1,000 is too little info, 10 pages asking for $100 is too much info) summary with a Project Funding Proposal Cover Sheet. Please be specific about how this project will provide benefit to the community, as this is one of the primary elements considered in proposal review: for example, this could include a public presentation, an article in a college publication, or an exhibit of artwork.

1. Description – include details on each of the following elements of the project overview.
   a. Plan: What activities are you and other team members going to accomplish in this project?  
      (Please note – if any construction is involved, preliminary design diagrams must be included.)
   b. Team: Who will be helping with this project and what role will each person have?
   c. Rationale: Why does this project need to be implemented by your team at this time?
   d. Stakeholders: Who will be impacted, how, and have you consulted them in project planning?  
      (Please note – if an event or engagement is involved, a basic marketing plan must be included.)
   e. Timeline: When will the project be implemented (provide specific start/end/milestone dates)?
   f. Results: What are your desired outcomes (short and long-term)?

2. Indicators for Sustainability Assessment
Identify indicators, rubrics, or measures for assessment of project outcomes in order to determine how this project will contribute to the college’s sustainability initiatives; we often frame this in terms of the “triple bottom line” or natural/social/built capital. The Sustainability Council may periodically select key indicators of focus, or choose your own by reflecting on these questions:
   • Ecological Sustainability: How does it reduce impact on ecosystems, the biosphere or planet?
   • Social Justice/Equity: How will it help to build healthy organizations and/or communities?
   • Economic Efficiency: How does it help or contribute to sustainable development?

3. Budget – include an itemized list of all expenses (personnel, materials, resources, services etc.) required for this project; specify which will require SEED funding. Also, describe what will be done with any purchased equipment, excess or final materials, or other assets after project completion.  
   (Please note – student compensation is not funded in cases where work results in academic credit.)

Proposals with a budget over $1,000 will require a proposal review meeting with the Director of Sustainability prior to submission. Applicable due dates and project timeframes are available on the Sustainability Council web site.

Please specify in your proposal whether your project is part of a Prescott College course. It is the responsibility of each student to obtain support from appropriate instructors/mentors/advisors/faculty and ensure timely completion of any other forms or documents required for a Senior Project or academic credits, Independent Study, academic course or other program of study. Graduating students must complete projects by May 1, all others must complete projects by May 31.

If approved, project leads will submit (a) periodic updates during project implementation, (b) notice of any delays in the project timeline, and (c) a complete final project report suitable for public review. Project implementation will be overseen by the Director of Sustainability or other Sustainability Council member.

Project proposals are to be submitted to the Director of Sustainability, (jpittman@prescott.edu). Please feel free to contact me if you have any questions or feedback about the proposal process.