Tufts Green Fund
-Program Charter-
Last Revision: October 26, 2018

I.   **Name:** The name of this program shall be The Tufts Green Fund, previously known as the Campus Sustainability Fund.

II. **Statement of Purpose:** The purpose of this organization shall be to provide funding for the implementation of sustainability projects and ideas from and for the Tufts community -- students, staff, and faculty.

III. **Funding.**
   A. Funding is allocated from the Sustainable Investment Fund's endowment payout, which renews every fiscal year on July 1, making the program accessible to non-payback sustainability enhancements as well.
   B. Each year, the program can fund any number of projects with budgets adding up to $40,000. All projects, regardless of size, will be considered.

IV. **Operations.**
   A. A committee composed of students, faculty, and staff will review projects and make decisions regarding funding allocations.
   B. A student intern will be paid to organize the decisions of the committee between meetings, follow up with project implementation, to create progress reports, and other tasks that may arise. They will serve as a support position to the Green Fund.

V.   **Committee Expectations.**
   A. **Structure.**
      1. The committee should preferably be comprised of nine representatives from all of Tufts' campuses.
      2. The ideal breakdown of the committee is as follows:
         I.   3 students (with a mix of graduate and undergraduate students)
         II.   1 Boston campus representative (faculty, staff, or student; SMFA or health sciences)
         III. 1 Grafton campus representative (faculty, staff, or student)
         IV.   1 Medford/Somerville representative (faculty, staff, or student)
         V.   1 Operations
         VI.   1 SMFA representative (faculty, staff, or student)
         VII. Sustainability Program Director
      3. Staff and Faculty shall be expected to remain on the committee for three years. After the three-year term, members are able to leave the committee if they wish but are also welcome to continue their involvement.
      4. Student turnover shall be more frequent than three years, but the expectation is that students are involved for at least a year.
   B. **Meetings.**
      1. The student intern shall organize the first Committee meeting and find a time that best works for all parties.
      2. During the first meeting, future meeting dates will be scheduled with the expectation that they may be subject to change.

3. Meetings are preferred to be conducted in person, but virtual meetings via WebEx are also possible.

   C.   **Time Commitment**
   1. The commitment during the semester and during the selection process varies, but once proposals are received and being reviewed, meetings should be held at least every 2 weeks.
   2. Before proposals are submitted, the meetings can be less frequent.
   3. Between meetings, the committee may be asked to review documents or proposals and be ready to provide feedback at the next meeting.

VI. **Application Process for Projects.**
   A. Applicants will submit a couple of sentences explaining their idea to the IdeaScale platform. The Committee will review all the proposals for duplicates, redundancy, or otherwise obviously unattainable ideas.
   B. Applicants may be asked clarifying questions or provided with feedback to help refine their idea.
   C. Other students, faculty or staff can request to join an existing project idea.
   D. The committee members will read through the ideas to decide which projects adhere to the guidelines and solicit feedback from relevant departments impacted by the proposals. An initial score, based on the selection criteria, will be provided by the committee members. Certain proposals will be invited to build a team and refine their proposals.
   E. Each Committee member will score the proposals independently and the average of their scores would be used. At least 2 members will read each refined proposal.
   F. The top 5-10 proposals (depending on the number and quality of proposals received) will be invited to complete a full application for further review.
   G. Teams will submit a revised proposal to IdeaScale that will refine the proposals for implementation, including the funding requested.
   H. Submissions will be reviewed by the committee, followed by the general community through IdeaScale.
   I. The proposals will then be scored based on the selection criteria. Depending on the funding requested, 1 or more finalists may be selected.

VII. **Conflict of Interest.**
   A. There are different methods of action for low-level and high-level conflicts of interest.
   B. Low-level conflict of interest is defined as, but not limited to:
      1. Serving as a resource for a project.
   C. High-level conflict of interest is defined as, but not limited to:
      1. The committee member themselves submitted the project idea.
      2. They serve as an advisor for the project.
   D. If there is a low-level conflict of interest, the committee member can review other project proposals, but not the project with which they are associated with.
   E. If there is a high-level conflict of interest, the committee member will rescue themselves from the selection process for that round.
   F. If only one person recues themselves, there does not need to be a replacement.
   G. If multiple people rescue themselves, the committee will need to find replacements.