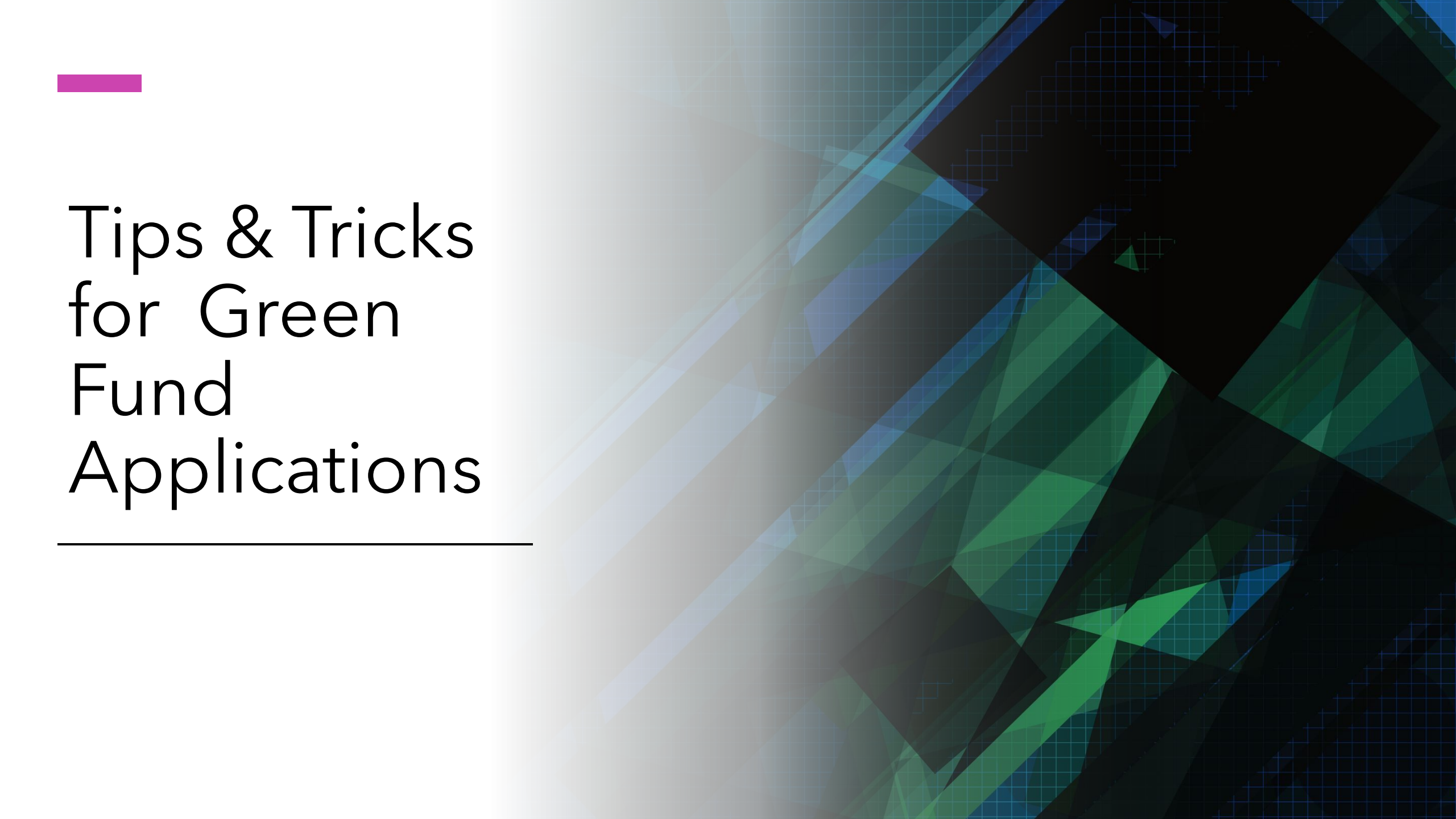
Tips & Tricks for Green Fund Applications



General Reminders

Reach out	Reach out to greenfund@tufts.edu with any questions
Figure out	Figure out if the project has been done before
Hold	Hold your event in a month besides April: the turnout is much lower, and the Green Fund is unlikely to fund it
List	List another group as a collaborator or resource AFTER checking with them first (e.g. Eco Reps)

Look for Existing Opportunities

Questions to Consider:

- Does this recreate an existing program?
- Has this project been done before?
- How is your project different?

Strong Proposal:

- "I want to recycle gloves from labs. This would overlap with the Tufts existing specialty recycling program, and I have checked with the OOS to make sure that it does not already exist."
- "I want to create a project similar to the Eco-Reps composting, only at the SMFA."

Weak Proposal:

- "I want to create a clothing swap on campus"
  - Eco-Reps already host a clothing swap

Area of Impact

Questions to Consider:	Strong Proposal:	Weak Proposal:
• 1. Will this effect a large swath of the Tufts community? • 2. How can I include more people? 3. Does this benefit TUFTS or an outside community?	• "Have a training seminar for the Tufts community involving ways to be a sustainable artist"	• "Hold a training seminar for sustainability within the art department" "We will go to local high schools and help them build sustainability projects for their campuses"

Feasibility: Impact

Questions to Consider:	Strong Proposal:	Weak Proposal:
• At the end of my project what will have changed? • How thought out is my timeline? Does it depend on any outside factors? • Is this project expected to continue once the Green Fund funding is over? How?	• X, Y, and Z will occur by the end of my project	• I suggest that Tufts implements X, Y, and Z at the end of my project

Feasibility: Research

Questions to Consider:	Strong Proposal:	Weak Proposal
• Have you completed all the research needed to pitch this project?	• I have approval to place glove recycling in Dr. X's and Dr. Y's labs. I'm currently talking to three other labs about expansion to their campuses.	• We are still figuring out the logistics, but we would like to have glove recycling on campus.

Feasibility: Outside Support

Questions to Consider:	Strong Proposal:	Weak Proposal
• Who else is responsible for making my project a success?	• "I have a letter of support from facilities saying that they will assist my project"	• "Tufts Facilities or the Eco-Reps will do this segment of my project"

Letters of Support

Letters should confirm:

- The expected impact
- The budget is accurate
- The project is feasible
- The department can give assistance

Who to ask?

- Any department that you will be working with

  If you are building something: facilities, environmental health and safety
- If it's an ongoing project: a group that will fund the upkeep
- If it's a student research project: a faculty member supervising the project
- NOT people who aren't involved with implementing the project

Budget

Questions to consider:	Strong Proposal	Weak Proposal
• Is the budget commensurate with the impact of the project? • Do I have a detailed plan for how I will spend my money? • What could I do if I have 75% of what I ask for? 125%? • What are some potential hidden costs? (facilities, engineering studies, etc.) • Are there additional sources of funding that I could apply for?	• "We would like $4,000 to create a sustainability in art program and hold an event at the SMFA. The SMFA has pledged to contribute $2000. We have enclosed quotes from the following vendors:"	• "We would like $6,000 to create a program and run an event. We will spend $5,000 for the food for the event."

Ideal Initial Submission: Description

- Description: A large part of science involves single use items. While designed for safety and accuracy of lab results, many of these items go directly into the landfill (though many could be recycled). My Green Fund project would establish a project, like the one at UC Davis, to recycle these gloves into a park bench for Tufts.
- What is done well: Identifies the problem, identifies how your project would be a solution, shows that this project is feasible

Initial Idea Submission: People Involved

- People Involved: I would start this project in the labs in the SEC. While I would take point on this project, I have reached out to Serena, the specialty recycling intern, and Mr. Dylan, the head of the lab space in the SEC as advisors for the project. If this project advances to the next round, I would reach out to Environmental Health and Safety for permission.
- What is done well: Identifies collaborators, advisors, and resources; identifies who they have already contacted; considers departments that may need to be involved.

Initial Idea Submission: Timeline

- Timeline: I would take the following steps to create this pilot program:
  April-May: Work with health and safety to create a procedure for collecting the gloves safely.
  Summer: Order the gloves and establish the recycling system in a lab before school starts.
  September-October: Collect gloves to be recycled, record data, evaluate impact. If significantly impactful:
  November: Identify a funding source for continuation.
  December: Reach out to other labs to expand the project.

Ideal Initial Submission: Budget

- I anticipate the project will cost around $2000. $1500 for shipping the pallets of gloves to the recycling plant ($150 a pallet) and $500 to cover the difference between the recyclable gloves and the regular gloves.
- What is done well: includes total; includes rough breakdown of costs; not too detailed

Ideal Initial Submission: Benefit to Tufts Community

- Benefit to the Tufts community: This would benefit the environment by reducing waste, it would also provide an important social and environmental effect by teaching students and faculty on the Medford campus a way to make lab research more sustainable. It would help Tufts meet its sustainability goal of reducing waste by 3%
- What is done well: evaluates environmental, social, and educational impact; identifies which portion of the Tufts population it would reach out to (affiliation, campus); relates to Tufts identified sustainability goals