

BYLAWS OF THE CAMPUS SUSTAINABILITY FUND (CSF)

Vision: *A united front of leaders across disciplines and generations to secure a just and sustainable future — rooted in collective action, climate resilience, and radical change.*

Mission: *The Campus Sustainability Fund at UW Seattle believes campus is a living lab. We offer experiences to equip students with skills as connectors across silos, project leaders of climate solutions, narrative-changers that champion “justice-centered sustainability,” and decision-makers to lead the youth sustainability movement vital for our collective future.*

ARTICLE 1 – THE CAMPUS SUSTAINABILITY FUND COMMITTEE

Section 1.1 – Powers and Voting

The CSF Committee (hereafter, “the Committee”) has authority over the Campus Sustainability Fund (CSF). A simple majority of the Committee’s full membership (defined as 5-3) is required to allocate funds and make any other official decisions, except as provided for elsewhere in these bylaws.

Section 1.2 – Member Number & Representation

The Committee shall consist of eight student voting members and at least three (3) ex-officio, non-voting advisors, as follows:

Voting Members

- 2 students to be appointed by the ASUW Board of Directors;
- 2 students to be appointed by the Graduate and Professional Student Senate (GPSS);
- 1 student to be appointed by the Environmental Stewardship Committee (ESC);
- 1 student to be appointed by the Intellectual House; and
- 1 student to be appointed by the Office of Minority Affairs and Diversity’s (OMA&D) Student Advisory Board (SAB).
- 1 student to be appointed by the UW Sustainability (UWS) Department

Non-voting, Student Member

- 1 student to be appointed by the Associated Students of the University of Washington (ASUW) Senate.

Non-Voting, Ex-Officio Members

- 1 to be appointed by the Faculty Senate;
- 1 to be appointed by the Associate Vice President of Facilities Services;
- 1 to be appointed by the Provost; and
- 1 UW Sustainability Representative
- Additional members as described below

Students from other academic departments and campus units partnering with the CSF can be appointed as *Non-Voting Ex-Officio Members (Students)* with Committee approval. The ex-officio members of the Committee shall attend Committee meetings as non voting members, and the Committee can invite experts/guests to provide information and expertise as needed.

Section 1.3 – Duties of the Campus Sustainability Fund Committee

It shall be the duty of the Committee members to:

- Build the culture of the committee to foster dynamic engagement and cross-cultural conversations that advance intersectional learning and respect for diversity;

- Serving as an advisory role to the CSF and other sustainability initiatives on campus;
- Help to update and set strategic plan for the upcoming year to achieve organizational goal benchmarks;
- Assist in developing strategic visioning of the CSF (multi-year outlook);
- Lead/contribute to conversations to further knowledge in various areas of sustainability;
- Attending weekly Committee meetings;
- Attending quarterly Committee retreats/social events;
- Review/Vote on Letters of Intent and Full Proposals from Prospective Projects;
- Assist in CSF annual budget creation;
- Assist with outreach operations & event planning to improve campus environmental and social sustainability, while engaging the student body;
- Assist in representing the CSF at events across campus (e.g., panels, speaker series, partnership events) and help elevate status in campus initiatives;
- Gauge student desires related to sustainability and raise to the committee/CSF team;
- Come into the space with respect and excitement to co-create change on campus;
- Evaluate CSF operations & processes biennially;
- Devoting an average of 1-2 hours per week outside of meeting and retreat times to promote the CSF's goals, mission, and its projects to the campus community is strongly encouraged; and
- Members should report back to their appointing bodies, as requested, regarding the actions of the CSF.

Apart from their normal function as a part of the Committee, a member has no individual authority.

Section 1.4 – Officers

The Committee shall have two officers, a Chair and a Vice Chair:

- The Chair shall preside at all meetings of the Committee, acting as facilitator and holding meetings to the agenda in a timely fashion. The Chair must be a student member of the Committee. The Chair is expected to work 40 hours per quarter and will receive a quarterly stipend of \$1,200 for a gross total of \$4,800 over the course of the academic year (4 quarters). Other Chair responsibilities include:
 - Write and send meeting agendas to all Committee members at least 72 hours prior to each meeting.
 - Lead the planning (e.g., programming, event space, date) of the CSF Committee annual retreat with the support of the CSF Program Director.
 - Conduct informal quarterly check-ins with members and serve as the conduit between the Committee and the CSF staff.
 - Co-facilitate the participatory budgeting process with the CSF Associate Program Director in preparation for the CSF's annual request to the Services & Activities Fee (SAF) fund. This process sets the Committee's programmatic goals for the upcoming year and centers how the CSF chooses to allocate its funding + direct its activities.
 - Accompany the CSF Program Director and CSF Associate Program Director to the annual SAF orientation meeting.
 - Lead the grant review process with the CSF Grant and Project Coordinator, walking the Committee through the rubric, highlighting primary discussion points, and facilitating the Committee towards a vote.
 - Join the CSF Associate Program Director and Program Director (as desired) to on-campus events that request CSF attendance.
 - Convening with the CSF Grant and Project Coordinator prior to Committee meetings to prepare for application review and voting.
- The Vice Chair will assist the Chair with their duties. In the absence of the Chair, the Vice Chair shall assume all duties of the Chair. The Vice Chair must be a student member of the Committee. The Vice Chair is expected to work 40 hours per quarter and will receive a quarterly

stipend of \$1,200 for a gross total of \$4,800 over the course of the academic year (4 quarters).

Other Vice Chair responsibilities include:

- Serve as Committee Clerk. These responsibilities include: uploading the completed agenda to the CSF website 24 hours prior to the meeting time, take detailed meeting minutes, promptly upload meeting minutes online after each meeting concludes, and maintaining the Committee Documents folder in the CSF Google Drive. In the event of their absence, the Vice Chair will preemptively appoint another Committee members or staff to take and upload Clerk duties as appropriate.
- Lead the creation of sub-committees to support CSF work (outreach, education events, project support, zine, etc.) and ensure a clear timeline and accountability measures for completion of goals.
- Supervise the active subcommittees and issue status reports to the CSF Associate Program Director.
- Assist in the planning (e.g., programming, event space, date) of the CSF Committee annual retreat with the support of the CSF Program Director.
- The Vice Chair will assist with reports to the SAF Committee, as needed. Conduct subcommittee reports and impacts.
- The Vice Chair will assist the chair with communicating outtakes to the CSF staff from quarterly Committee member check-ins.
- Assist with agenda creation as needed.
- Coordinating with the CSF Outreach and Education Coordinator to communicate CSF events to Committee members.
- Members will offer key insight and serve on sub-committees as organized. Each member is expected to work 20 hours per quarter and will each receive a quarterly stipend of \$490 per quarter for a gross total of \$1470 per year (3 quarters with possibility to extend in summer for the Summer interim committee).
 - Thorough and thoughtful evaluation of each grant proposal.
 - Attend CSF events when able to demonstrate support.
 - Engage in work with a subcommittee.

At the end of spring quarter the Committee will accept committee chair nominations for the following year. All members who will be returning the next year are eligible to run. If no returning member wishes to run for chair the election of chair will be postponed until the fall. The chair will be selected by majority vote of the current committee. The vice chair will be selected at the beginning of fall quarter by majority vote of the current committee. In both elections the candidate is eligible to vote.

Section 1.5 – Terms of Office

Each member of the Committee, with the exception of the chair, shall be appointed at the end of spring quarter for one academic year to begin the following fall quarter, the chair shall enter office at the end of spring quarter to assist the coordinator over the summer.

- *Student terms* will begin starting in autumn quarter and continue through the academic year. Terms are up to two years, dependent on their eligibility and interest to continue. The choice is up to the student – if the appointing body does not want them to complete the two-year term they are appointed for, it must be initiated during the jointly-led annual performance review (in spring term) and the CSF staff + appointing body will undergo a process for remediation or potential removal.
- *Student Officers* (Chair and Vice Chair) will hold office terms for one academic year. Students can hold either of these leadership positions for up to 2 academic years total during their tenure at UW (undergrad or graduate).
- *Faculty & Staff terms* will run from the first day of fall quarter for 1 year. If an ex-officio advisory changes offices during their term, their appointing office is responsible for finding a replacement.

Student Committee members may serve no more than two consecutive years, but the total number of terms they may serve is not limited. Students may serve a third consecutive year on the Committee if the third year is in the role of the Chair position.

Section 1.5.1 – Summer Interim Committee

In Spring of an academic year, the CSF Committee will self-nominate and appoint Committee members to constitute an interim advisory committee to serve during the summer months between academic years and until the complete establishment of the subsequent year's CSF Committee. The interim advisory committee will convene and be available by email or phone as needed to review current project and fund activities and advise CSF staff on pressing matters. The committee must have a minimum of four members.

It is required that interim advisory committee members have either served on the CSF committee the previous academic year or been appointed to serve on the committee for the subsequent academic year. In the event that there are not a minimum of 4 Committee Members available to serve in the interim capacity, the Committee chair will appoint up to 3 Members from the CSF staff to serve in the Summer interim Committee role. Any votes made by the interim advisory committee must adhere to the rules of quorum set by the full committee.

Section 1.6 – Member Qualifications

All student members of the Committee must be registered (full- or part-time) students at the UW Seattle campus during their term of office and remain enrolled through Spring quarter. Staff and faculty members of the Committee must be currently employed by the UW Seattle campus.

Section 1.7 – Member Replacement

A Committee member (including officer positions) may be removed by unanimous vote of the other Committee members for unjustifiable absence from three or more Committee meetings or two or more Committee retreats, conflict of interest, or other appropriate reasons. In the event that a Committee member is removed or resigns, the original appointing body will select a replacement. The new Committee member will serve the remainder of the original member's term.

Section 1.8 – Conflict of Interest

The Committee shall conduct itself in such a way that conflicts of interest are minimized and all potential conflicts of interest are made public. Each Committee member must declare current and past connection(s) to group(s) if said group(s) is/are presenting a Letter of Intent (LOI) or Full Proposal to the Committee. Where appropriate, Committee members are required to recuse themselves from voting on grant allocations for projects proposed by groups with which they are affiliated. For such votes, the "full Committee membership" as defined for voting majority purposes shall be decreased to account for the Committee member's recusal.

ARTICLE 2 – CSF STAFF

Section 2.1 – Duties of the Core CSF Staff: Program Director, Associate Program Director, Outreach and Education Coordinator, Grant and Project Coordinator, and Creative Assistant

One 0.80 FTE Professional Staff CSF Program Director & 0.5 FTE Graduate Staff Assistant (GSA) CSF Associate Program Director will manage the operations of the CSF. Note: the GSA student is eligible to work at a quantity exceeding 0.5FTE if they prompt the request, it is deemed necessary for program operations, and is in accordance with the UAW4121 contract & bylaws. The CSF Program Director exists to ensure the prudent management of the monies allocated by the SAF & STF Committee. The CSF Associate Program Director exists to meet the needs of the CSF and Committee. The CSF Program Director reports to the UW Sustainability, but will also take substantial direction from the Committee. The CSF Associate Program Director reports to the CSF Program Director.

The general function of the CSF Program Director is to:

- Provide financial management and oversight for all SAF & STF funds
- Liaise with departmental fiscal administrators to ensure additional oversight, reconciliation, and prudence in CSF's accounting and fiscal processes.
- Create fiscal projections for use in CSF's reporting documents and yearly requests for funding to the SAF & STF.
- In coordination with the CSF Committee, create fiscal strategy to ensure CSF operations remain resilient, well-resourced, and as effective as possible.
- Create financial transparency by managing and updating CSF's exhaustive Tableau Visual Dashboard.
- Advise on CSF fiscal policy and procedures — act as primarily liaison with the Office of Planning and Budgeting Fiscal Policy Staff.
- Provide report outs for CSF Associate Program Director and Committee on financial status, projections, and strategy.
- Set HR policies and assist in HR-related tasks and organizational needs — serve as primary liaison with department HR staff.
- Create an inclusive and respectful work environment for all employees, committee members, and volunteers.
- Lead 'business' process management to ensure process efficiency, coordination, and effective engagement amongst stakeholders.
- Guide the implementation of the CSF's 5-year strategic plan (2020-2025).
- As the CSF's 'Professional Staff,' provide institutional knowledge, foster long-term relationships with campus partners, and ensure continuity and evolution of CSF.
- Advise and assist on development and enactment of MOU's and multi-stakeholder agreements for CSF's most complex and highest-investment projects.
- Ensure diversity, equity, and inclusion are upheld in all aspects of the organization including bylaws, hiring, outreach, partnerships, etc.
- Maintain strong relationships with UW diversity leaders and external organizations that work to support diverse and underrepresented groups on campus.
- Incorporate wide-ranging theoretical knowledge on sustainability and sustainability management into CSF operations and programming to ensure CSF is a global leader in campus sustainability fund programming.

The general function of the CSF Associate Program Director is to:

- Act as the main point of contact for CSF. Delegate tasks, follow-ups, e-mails, and needed actions to appropriate CSF team members based on their roles and responsibilities.
- Work in collaboration with the UW Sustainability Office to advance shared goals.
- Help to advance Sustainability Action Plan (SAP) targets and advise on future revisions of the SAP
- Supervise and provide guidance to 3 part time student staff [Outreach, Project Development, and Creative Assistant]. Work with staff to set priorities that are adaptive to internal need and external opportunity. Provide guidance in developing work plans and delegate tasks as necessary.
- Recruit, support & help to organize (in coordination with Committee Chair) the CSF Committee [ASUW Senate, ASUW Representative, GPSS, Environmental Stewardship Committee, OM&D, Intellectual House] that meets weekly each academic year — provide activities and professional development opportunities for subcommittees in coordination with Committee Chair.

- Help to improve process efficiency to increase transparency and reduce barriers for project team members.
- Periodically review CSF bylaws, project criteria, project application, and other guiding documents and inform CSF Chair/Committee on potential updates.
- Guide the development of annual SAF Orientation & Budget Document [~25 pages total] for yearly funding request [>\$500,000 yearly] and ensure strong relationships and accountability to funding bodies with regular meetings and presenting to / updating their Committees on a quarterly basis.
- Assist in development and implementation of UW Sustainability HUB — a physical space for transdisciplinary and student-focused sustainability activities on campus. Serve as in-person resource & ‘supervisor’ if/when HUB is instituted.
- Maintain a network of key stakeholders and relay information on new projects, existing project status, and needs.
- Support student engagement with the fund by helping with team formation — connecting students with appropriate faculty and staff, student organizations, classes, etc.
- Provide support for existing project teams in navigating challenges and ensuring ongoing sustainability — assist Grant and Project Coordinator in managing Project Status Report Form process and actively track and respond to project needs based on reports.
- Assist Outreach and Education Coordinator in managing logistics for quarterly events.

There will be one 0.5 FTE undergraduate Outreach and Education Coordinator. The Outreach and Education Coordinator exists to engage students in CSF, and to build the capacity of the student body to take part in CSF projects. This position reports to the CSF Associate Program Director or other appropriate UW Sustainability staff member.

The general function of the Outreach and Education Coordinator is to:

- Perform outreach to students and registered student organizations (RSOs);
- Update and maintain the CSF website;
- Provide technical assistance to students proposing projects;
- Meet with students by appointment or during publicly scheduled drop-in hours to support students proposing projects;
- Provide general support to the Committee and the CSF Associate Program Director;
- Assist the CSF Associate Program Director with the Bi-Annual Report (*see Section 5.1*);
- Assist the CSF Associate Program Director with the annual SAF reapplication process.

There will be one 0.5 FTE undergraduate Grant and Project Coordinator. The Grant and Project Coordinator exists to engage students in the CSF, and to build the capacity of the student body to take part in CSF projects. This position reports to the CSF Associate Program Director or other appropriate UW Sustainability staff member.

The general function of the Grant and Project Coordinator is to:

- Assist in the solicitation and vetting of project proposals from UW students, faculty and staff.
- Carry out idea consultation meetings pre-application to help evolve and guide LOI submissions.
- Help projects obtain required approvals, connect to resources, and improve viability of successful implementation.
- Carryout meetings post approval to advise projects on next steps for project implementation and outreach strategy.
- Serve as point-of-contact for proposal related questions.
- Collect quarterly project reports from active CSF projects, advise CSF Team on follow-ups based on report details.
- Meet with University stakeholders, build internal/external partnerships.
- Assist CSF Associate Program Director with various administrative tasks.

- Carry through on strategic initiatives autonomously and as assigned by Coordinator.

There will be one 0.35 FTE undergraduate Creative Assistant. This position reports to the CSF Associate Program Director.

- The general function of the Creative Assistant is to:
- Graphically promote Funding Cycle deadlines.
- Create and design materials for tabling.
- Create visuals for social media content.
- Create CSF Infographics that visually display key metrics / data.
- Consult with CSF Staff and Committee Members for strategic prioritization of future creative undertakings.
- Produce complete deliverable(s) in both physical and digital forms.

Section 2.2 – Hiring the CSF Program Director, Associate Program Director, Grant and Project Coordinator, Outreach and Education Coordinator, and Creative Assistant

The CSF positions (staff and students) will be hired via open recruitment by the CSF in collaboration with the UW Sustainability Office and the CSF Committee. Candidates must understand and agree to comply with all of the CSF bylaws and supporting documents. The Committee will appoint at least one of its members to the hiring team of each position. The hiring process will utilize the latest version of the UWS equitable hiring toolkit.

Section 2.3 - CSF Intern Hiring and Management

The CSF Program Director and Associate Program Director are able to appoint interns to specific projects as needed. Interns are primarily volunteer positions, though paid positions may be created using CSF reserve funds. Interns can be appointed through an open hire and interview process, or through informal discussions between CSF staff and a party interested in a specific project or position. Committee members cannot take paid or unpaid intern positions.

ARTICLE 3 – BUDGET

Section 3.1A – Operational Budget for Fund Coordination

Spending within the budget allocated for Fund coordination must be approved by the CSF Program Director (after the Committee has approved the budget); spending above that limit must be approved by the Committee. All spending must be done in accordance with all Finance & Facilities, University of Washington, and Washington State protocols and regulations. The CSF Program Manager and Associate Program Manager have discretion over CSF reserve funds for the following categories: personnel additions, creating and earmarking funds for request for proposals (RFPs), temporary operational changes, and internal funding for continuing projects. However, allocations to programs/operations over \$5,000 should be reviewed by the UWS Director. All decisions must be transparently communicated with the committee within 2 weeks of the decision date.

Section 3.1B – Staff Compensation

Funds for the total compensation of the CSF Associate Program Director, Outreach and Education Coordinator, and Grant and Project Coordinator (plus other core personnel added) are allocated preliminarily as part of the annual SAF reallocation process, and adjusted once SAF allocates a final amount annually. The amount of the CSF Associate Program Director compensation will be in line with union (UAW4121) and University of Washington requirements, including appropriate tuition waiver. These funds are to be withdrawn from the Operational Budget. The Program Director Salary will be determined by UW HR guidelines for the position classification and negotiated with the UWS Director.

Section 3.2 – The Projects Budget

It is highly encouraged that projects are structured to include as much student participation as possible, and they are required to include outreach and education components. If additional funding is needed that exceeds the initial allocation, the project leader is required to report to submit a budget amendment to the Committee with a detailed request, which requires approval by the Committee.

Section 3.3 – Outreach and Events Budget

The CSF Outreach Budget will be proposed each year by the CSF Program Director / Outreach Coordinator and reviewed / voted on by the CSF Committee. All spending must be done in accordance with all Finance & Facilities, University of Washington, and Washington State protocols and regulations.

Section 3.4 – CSF Prior-Year Committed Funds and Reserves

The CSF will maintain a Large Projects Budget, separate from the Projects Budget, to support any project requests that amount to greater than \$90,000. The Large Projects Budget will be grown by incremental percentages annually at the discretion of the committee. Annual increases to the Large Projects Budget should not exceed 10% of the given fiscal year's SAF award.

The CSF may maintain funds committed to the CSF in prior years as reserves to supplement any part of the organizational operations. The CSF Program Director and Associate Program Director will have discretion over the use of CSF reserves to advance the organization's programming, operational capacity, and strategic mission. Expenditures over \$5,000 should be discussed with the UWS Sustainability Director and reported to the Committee within 2 weeks.

Section 3.5 – Mini Grants Budget

The CSF will maintain a Mini Grants Budget, separate from the Projects Budget, to support any project requests amounting up to \$5,000. The Mini Grants Budget will be restricted to a \$5,000 allocation at the beginning of each year, but additional funding can be allocated throughout the year as needed with committee approval. A cap will be established in the summer quarter, prior to the upcoming academic year to limit the mini-grants awarded throughout the academic year (to ensure administrative capacity of the CSF team). Mini-grants applications will be accepted each year from the start of the fall academic quarter until May 1 of that year. Awards will be distributed across the academic quarters and will not be issued on a first-come first-serve basis -- allowance of awards per academic quarter will follow projections and historical trends.

ARTICLE 4 – PROJECT SELECTION AND ALLOCATION OF FUNDS

Section 4.1 – Allocation of Funds by the Committee

- As noted in Section 1.1, all allocation of funds to submitted projects must be decided by a simple majority vote of the voting Committee membership. The Committee may elect to fund only a portion of a proposal. During the project approval process, the CSF Committee reserves the right to request the revision, addition, or removal of items in the project budget and/or to approve only a portion of the project scope.

Section 4.2 – Applicant Eligibility

Applicants must meet one of the following criteria:

- UW Seattle registered student with a fiscal administrator.
- UW Seattle Registered Student Organization (student groups of five or more may [register as an RSO](#)) with a fiscal administrator.

- UW Seattle faculty or staff working with students and with fiscal administrative support. Please note that faculty and staff cannot serve as their own fiscal administrators.

Section 4.3 – Project Criteria & Evaluation

All projects will be evaluated by the CSF Committee based on how well they address the following*:

- 1. Sustainable Impact:** Projects must improve the overall sustainability of UW's campus. While some projects may focus more on contributing to the physical environment and others on cultural ideology that foster sustainability on the UW Seattle Campus, all projects must center equity and expected impacts (i.e., burdens and benefits) on the UW community.
 - Physical environment (think things that make up our campus) includes changes to campus infrastructure, biodiversity, food systems, energy usage, carbon emissions, waste management, living systems, and technological advancements for sustainability.
 - Cultural ideology (philosophy and people who make up our campus) includes alternate/non-western approaches to sustainability, education, celebration of alternate ways of knowing, cultivating resilience, cultural preservation, pushing the boundaries of “sustainability”, challenging traditional narratives and status quo solutions, and promoting access for historically underrepresented groups.
 - Please note these categories may (and hopefully will) overlap.
- 2. Leadership & Student Involvement:** Project member roles must be clearly outlined and reflected in the proposal and project budget, demonstrating a substantial degree of student leadership or student involvement throughout the application and implementation process. Projects submitted by faculty and staff are accepted, however, projects initiated and led by students will be prioritized. If submitted by a non-student please consider the following to increase the strength of application:
 - Ratio of funded student positions to non-student positions;
 - Involvement of targeted student groups and organizations; and
 - Involvement of the broader student body throughout the project's lifecycle (e.g., volunteer opportunities, capstone projects, studio classes, educational opportunities, etc.)
- 3. Education, Outreach, & Behavior Change:** Project must include educational and outreach components that help cultivate an aware and engaged campus community. Projects should strive for substantial impacts on the UW Seattle campus, and consider efforts that extend impact to broader communities (i.e., the University District, Seattle, the Pacific Northwest, and beyond).
- 4. Feasibility & Accountability:** Applicants must demonstrate they hold or can attain the technical knowledge, necessary approvals, and project management skills to complete projects successfully.
 - CSF encourages compensating labor for:
 - Project management to ensure dedicated personnel and capacity for successful project implementation. This includes funding student time, faculty time (beyond expected work responsibilities), and honorariums for advisorship or consultation.
 - Community contributions and collaborations that enrich project feasibility and reach.
 - Projects requiring ongoing maintenance or staffing must either include these expenses in the budget or demonstrate other funds with an articulated plan to meet the project's long-term maintenance and staffing needs.
 - For large-scale projects with vast stakeholders please indicate any contributing funds from other sources.

- In considering projects undertaken by campus departments (whether in close partnership with students or led primarily by staff), CSF prefers to award funds strategically, investing in one-time transformational interventions in a campus operation, rather than funding routine operations or planned near-term innovations. Preference will be given to projects that demonstrate they are not likely to be undertaken in the near future without the catalyst of CSF funding, and offer long-term plans to ensure financial and operational sustainability.

5. Budget:

- The project must present a well-researched and feasible budget that effectively accomplishes tasks and compensates team members appropriately.
- Additionally, it should include a timeline for implementing the budget.

**Please note certain special grants may have additional or slightly different criteria, which are detailed in their respective sections on our website.*

Section 4.4 - Funding Restrictions

The CSF will not approve or allocate funds for the following items:

- Time and labor expended by UW faculty working unless it is outside the scope of regular faculty duties.
- Purchase of gift cards or other forms of compensation to research subjects. While we encourage compensating research subjects for their time, this must come from another funding source.
- Food, drinks, or salable merchandise.
- Research projects unless such projects include an actionable component.
- Project expenses that solely benefit an individual and not the community, group, or project.
- Retroactive funding (i.e., project completion is expected to precede grant award date)
- Items that would be otherwise funded by the University or another funding source.
- Materials with limited use and high environmental burden (e.g., t-shirts, decorations, tote bags, excessive paper advertising materials, etc.). The CSF is open to fund sustainable production and procurement of items that already exist in the consumption cycle (e.g., compostable serveware, thrifted t-shirts and screen printing, rentable project items, etc.)
- Stipends or salary for work done towards achieving academic credit. This includes work required for graduation requirements (e.g., honors thesis, master's thesis or PhD dissertation).
- Unnecessary travel or gas usage.

Section 4.5 - Large Grants

- Large grants are for projects over \$5,000 that typically require a longer implementation timeline, significant stakeholder engagement, collaboration across units, or aim to have an extended impact on the UW campus.
- These grants are available during two funding cycles each year: one that opens in the fall and another in the winter.
- Large Grants apply through the CSF application portal and will be evaluated based on the CSF project criteria.
- Large grants must submit a Letter of Intent (LOI) which includes a brief explanation of how it meets the CSF project criteria and steps for increased project feasibility by Full Proposal stage, contact info on the core project team, basic estimated budget to explain requested amount, completion of the Acceptance of Administrative Responsibility (AAR) form, and basic timeline for project milestones and completions.
- The Committee will review all LOIs and make a funding decision within three weeks (barring school holidays or breaks).
- If a project is invited to submit a full proposal, the team will need to update their application with additional details, including: an executive summary, information on key stakeholders,

implementation plan and impact, detailed timeline and budget, approval from fiscal admin on in-depth budget, description of project longevity, and exploration of sustainability and community impact.

- After submitting their application, project teams will be invited to present to the CSF Committee. Following the presentations, the Committee will deliberate and make final funding decisions.

Section 4.6 - Mini-Grants

- Mini grants are for projects up to \$5,000, designed for ideas with a narrow scope that can be achieved on a shorter timeline.
- These grants are open on a rolling basis throughout the school year. Mini-Grants apply through the CSF application portal and will be evaluated based on the CSF project criteria.
- Mini-Grant applications must contain a project description, information on team members and key stakeholders, description of project longevity, implementation plan, impact, and project timeline, budget details and exploration of sustainability and community impact.
- The Committee will review all applications and make a funding decision within one month (barring school holidays or breaks). *If you are submitting a mini-grant at the end of one quarter or the beginning of the next, there may be a delay in reviewing your application. It's a good practice to submit your application several weeks in advance of when you'll need funding.*

Section 4.7 - Continuation of Successful projects

The CSF Program Director & Associate Director retain the ability to allocate reserve funding to existing, successful projects at their discretion based on alignment with CSF values and yearly strategic priorities set by the CSF Team. Up to \$15,000 / per year / per project may be awarded for up to 3 years, with a maximum total allocation of \$50,000 per year (including prior year allocations). Reserves must be available and designated to cover any and all costs. Deficit spending will not be employed here (or in any of CSF operations).

Section 4.8 - Funded Projects Terms & Conditions

- All project teams must receive support and/or necessary permissions from relevant UW stakeholders prior to starting a project. CSF funding support alone does not constitute necessary approval by relevant UW stakeholders for your project operations.
- Funding will be provided for items listed in the approved project budget only. Prior approval must be obtained for changes to the budget or additions of new lines items via the Budget Amendment Process.
- The CSF reserves the right to discontinue funding for any valid reason at its discretion.
- Should a team or its members behave inappropriately or violate any University code of conduct, funding may be discontinued and/or the team may be ineligible to apply for future funding from the CSF.
- At the end of a project teams are required to engage and complete the project closeout process.
- In the event a project is in jeopardy, the project team should communicate with the CSF to determine a course of action. In the case of cancellation, a team must still conduct necessary steps for project completion (listed below)
- A project team must be transparent with the CSF of any potential or actual risk to the environment and/or to the physical/mental health and safety of its direct and indirect stakeholders that may arise during project implementation.
- CSF project members and materials are not insured outside the bounds of the UW campuses and owned properties.
- All CSF-funded intellectual and physical materials are co-owned with the UW, with the University keeping the rights as per the [UW Policy on Intellectual Property](#).
- The CSF is not focused on supporting commercialization or for-profit businesses. Usually, it also cannot fund projects where Intellectual Property and/or incorporation is involved or is planned to be at a later date, particularly where funding from a third party outside the University is

involved. In such cases, the Terms & Conditions of the third party must align with those of the CSF and the [UW Policy on Intellectual Property](#), and be clearly detailed in the application supporting documents.

- CSF monies must be used in a socially responsible manner.
- Project leads will have access to grant funds for up to one year following their graduation date. Any intentional deception regarding class status/years remaining at UW will result in termination of funds. CSF funds are intended to benefit current students.
- Feasibility studies (i.e., Phase I or Pilot) must include rough plans for Phase II in the application, understanding there may be modifications following study results. In the event the feasibility study reveals Phase II is not achievable or the current leadership is not interested in moving the project forward, project leads are required to consult CSF staff and submit relevant close-out materials. If Phase II is not pursued, the CSF gains the rights to use information present in the feasibility findings report (and other close-out materials) to inform future projects that may help accomplish intended aims.
- Any non-compliance with the above terms and conditions will result in suspension of funding.

ARTICLE 5 – ACCOUNTABILITY, RECORDS, AND REPORTS

Section 5.1 – Accountability to the Student Body

The CSF shall be accountable to the student body to the greatest extent possible, and therefore shall:

- Make its records available to the public, including project funding decisions;
- Utilize creative mechanisms to engage the larger student body in setting funding priorities; and
- Publicly post a 2-year report at the frequency of every two years (starting in 2023)

Section 5.2 – Accountability of Projects

The CSF team will keep the Committee updated on the status of the Fund’s active projects. If a project is deemed by the Committee to not be making satisfactory progress based on the project timeline, the Committee can determine a course of action on a case by case basis. Project close-out reporting must include a budget detailing the spending of all funds and the amount of student involvement. Upon review of the report, the CSF Program Director shall judge whether the funds were spent within the scope of the project. If the CSF Program Director feels the funds were spent outside of the project scope, the CSF Program Director may recommend that the Committee require return of the funds.

The CSF Program Director/Committee reserve the right to re-evaluate projects and retract funding if satisfactory progress is not made based on the project timeline, or if projects undergo significant changes in scope. Funding may be retracted upon deliberation and voted on by the Committee or at the discretion of the CSF Program Director.

Section 5.3 – Records and Reports

The CSF must keep:

- Minutes of all Committee meetings indicating their time and place, the names of those present, and the proceedings thereof;
- Adequate and correct books and records of CSF accounts;
- Record of projects selected each year and the funds allocated to each;
- Reports made back to the CSF on completed projects and all annual reports received from projects with ongoing benefits; and
- Copies of all biennial reports issued by the CSF.

ARTICLE 6 – ANNUAL CSF FUNDING

Section 6.1 – SAF Reapplication

The CSF Program Director, Associate Program Director, and Committee Chair will determine a budget request and budget questionnaire for the SAF Committee that is in line with CSF's mission and requirements (*Reference Section 4.2*). The CSF Program Director will be primarily responsible for the financial reporting aspects of the document. The Committee must approve the proposed budget and questionnaire language before their submission to the SAF Committee. The CSF Associate Program Director and Committee representatives will be responsible for attending the SAF orientation and budget hearings. They will be jointly responsible for advocating for the CSF budget and mission statement.

Section 6.2 - Funding from other Campus Entities

To the extent possible, the CSF will work to develop strategic partnerships with other groups on campus for funding and in-kind support. A Memorandum of Understanding between the CSF and the relevant campus entity providing additional funding (e.g., STF) will be developed to outline the nature of this relationship and any stipulations. The outside funding and MOU must be approved by the Committee.

Section 6.3 - Donations & Grants Received

Donations & grants received by the CSF will be allocated at the Committee's discretion unless otherwise requested by the donor.

ARTICLE 7 – AMENDMENT OF BYLAWS

Bylaws will be reviewed by the committee and CSF staff each year to maintain continued relevance. A two-thirds (2/3) majority vote by the voting members of the existing Committee may amend, create, or repeal portions of these bylaws, unless doing so would materially and adversely affect the mission of the CSF.