

**2023-2024 OSI Incentives Funds Application**

This combines applications for the Green Offices, Green Labs, and General Sustainability & Social Justice Incentives Funds

All applications due by **8:00am Monday, September 25, 2023**

**The Funds:**

**Green Offices and Green Labs Incentives Funds:** submit to greenoffices@emory.edu or greenlabs@emory.edu respectively

The Green Offices and Green Labs Incentives Funds support certified workspaces participating in the [Green Offices](https://sustainability.emory.edu/programs/green-offices-at-emory/) and [Green Labs](https://sustainability.emory.edu/programs/green-labs-at-emory/) at Emory Programs by funding sustainable processes and procedures in Emory’s workspaces. Creative proposals are welcomed for initiatives that seek new knowledge, support new behavior patterns, and make sustainable practices feasible. **Grants may be awarded up to $5,000.**

Faculty, staff, and students from certified workspaces or laboratories in Emory University and Emory Healthcare are eligible to apply for the Green Offices and Green Labs Incentives Funds. Funds may be used for supplies, equipment, and materials necessary to implement an item on the Green Offices or Green Labs checklist, or a sustainability innovation. Grant recipients must provide a brief written report at the conclusion of the project, including documentation of the resulting changes utilizing photographs, written material, data, and other tools appropriate for documentation.

**General Sustainability & Social Justice Incentives Fund**: submit to emorysustainability@emory.edu

The Office of Sustainability Initiatives provides Incentives Fund grants to support research, campus-based projects, and the development of new rituals that promote sustainability on Emory’s Atlanta and Oxford campuses and in Emory’s healthcare spaces. Creative proposals that seek new knowledge, support new behavior patterns, and foster cultural change are welcomed. Faculty, staff and students from Emory University and Emory Healthcare are eligible to apply. **Projects that are centered on the social justice facets of sustainability or highlight the social justice impacts of their project or research are encouraged to apply.**

**Up to $3,000 is available for projects** supporting General Sustainability and Social Justice. Funds may be used for supplies, materials, publicity, and other approved costs supporting projects, research, and rituals that promote sustainable ideas.

Requests for funding for food purchases, honoraria, publishing fees, conference fees, and travel expenses are rarely approved by Incentives Fund Committees.

**Selection:**

The selection committee composed of staff, faculty, and students will assess grant proposals based on the following criteria:

1. Relevance of the project to the [Green Offices](https://sustainability.emory.edu/programs/green-offices-at-emory/) or [Green Labs](https://sustainability.emory.edu/programs/green-labs-at-emory/) programs, [Emory’s 2025 Sustainability Vision](http://sustainability.emory.edu/about-us/), and/or [the United Nations Sustainable Development Goals.](https://sdgs.un.org/goals)
2. Clarity and feasibility of the proposal, including clear goals and objectives
3. Sustained impact and reach of the proposed project
4. Innovation and creativity to address complex sustainability-related challenges
5. Relevant skills and experience of project personnel

**Submission:**

Please submit applications in this Word document saved with the corresponding file name to the fund for which you are applying:

* **Green Offices**: “Name of Office or Department\_Last Name of Project Lead\_Green Office Incentives Fund 2023”
* **Green Labs:** “Lab PI Last Name\_Project Lead Last Name\_Green Lab Incentives Fund 2023”
* **General Sustainability & Social Justice:** “Last Name of Project Lead\_First Name of Project Lead\_General Incentives Fund 2023”

**Questions?**

Green Offices: greenoffices@emory.edu

Green Labs: greenlabs@emory.edu

General: emorysustainability@emory.edu

The Application:

**For which Incentives Fund are you applying?**

[ ] Green Offices

[ ] Green Labs

[ ] General Sustainability & Social Justice

Identify one or more themes to categorize your project:

[ ]  Academics

[ ] Biodiversity & Landscapes

[ ]  Climate Solutions

[ ]  Community

[ ]  Energy

[ ]  Food & Dining

[ ]  Green Building

[ ]  Greening healthcare

[ ]  Research

[ ]  Social justice

[ ] Sustainable Procurement

[ ]  Transportation

[ ]  Waste

[ ]  Water

[ ]  Wellbeing

[ ]  Other (specify\_\_\_\_\_\_\_\_\_\_\_\_\_)

Incentives Fund Application

|  |  |
| --- | --- |
| Team Leader (Last name, first name): |       |
| Title of Project:  |       |
| Amount Requested: | $      |
| Department, Office, Club, or Group: |       |
| Department Head Name, PI Name (if applicable): |       |
| Building and Room #:  |       |

**Project Personnel:** For each team member, please submit the following information:

|  |  |  |
| --- | --- | --- |
| **Name** | **Role** | **Email** |
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**Summary (2-3 sentences) of each applicant’s skills and experience, as relevant to the project proposal:**

**REQUIRED If applicant is a student or all-student team:**

Faculty/staff advisor’s name:

Email:

**Faculty/staff advisor expectation:** As an advisor to this project, I accept the role of guiding this student or student team as they develop a proposal, as they respond to additional requests from the Incentives Fund Committee, as they implement their project, and//or as they complete a final report.

**Date of faculty/staff advisor’s acknowledgment of this expectation:**

**Project Description**: Provide a detailed description of the goals, activities, methods, and success indicators of the proposed research, project, or behavior change.

**Project Timeline:** Project teams will be notified by early November about funding of their proposals. All projects must be completed by Friday, July 28, 2023. With these parameters in mind, please provide a detailed timeline for project implementation and completion.

**Budget:** Provide an itemized description of expenditures with short explanation and justification. $5,000 maximum for certified Green Offices and Green Labs and $3,000 maximum for General Sustainability & Social Justice.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Item Description (please include detail on the specific item desired, with relevant details like make, model #, size, etc.)** | **Website Link to Item (if applicable)** | **Unit Cost** | **Unit Count** | **Amount** |
|       |       |       |       |       |
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| **Total:**       |       |       |       |       |

# Budget Explanation and Justification: In this section, please carefully explain the need and use for each item listed in the table above. If you already have received partial funding for this project from another entity, please list that entity below and which aspects of the project are already funded. If uncertainties exist in project budgets, please note them here. Projects with incomplete budgets or justifications will not be considered for funding.

**On behalf of the OSI team, thank you for your time and effort! Emory is a better place because of innovators like you.**