

Hampshire College Sustainability Revolving Fund (SURF) Application

Mission

The Hampshire College Sustainability Revolving Fund (SURF) provides loans for campus improvement projects that benefit Hampshire's sustainability by improving efficiency and conserving resources. The SURF exists to foster student, staff, and faculty involvement in increasing environmental, social, and fiscal sustainability at Hampshire College.

Two Types of Eligible Projects

1. *Efficiency Projects* - Involve demonstrable and quantifiable reductions in fossil fuel energy costs, waste disposal costs, and/or water use costs.
2. *Innovation and Engagement Projects* - Involve indeterminate/intangible cost savings such as research and/or community engagement that leads to progress on sustainability goals. The Environmental Committee has discretion to approve such projects as long as the SURF maintains its capital.

Project Criteria

- No project will use more than one quarter of the SURF's value at the time of application.
- Efficiency projects must have a demonstrable and quantifiable reduction in at least one of the following categories: fossil fuel energy costs, waste disposal costs, or water use costs.
- Efficiency projects should have a payback time of five years or less. An additional 50% of the loan amount must be paid back within eight years to allow the Revolving Fund to grow.
- Innovation and Engagement grants will typically be small (<\$2,000) and used to support research for efficiency projects and/or activities that significantly engage the campus community and lead to progress on sustainability goals.

Prohibited Project Categories

- Purchase of carbon offsets, renewable energy certificates (RECs), Green tags, Renewable Energy Credits, Renewable Electricity Certificates, or Tradable Renewable Certificates.
- Projects that would pay faculty, staff, or student salaries or wages, except in association with a SURF project.

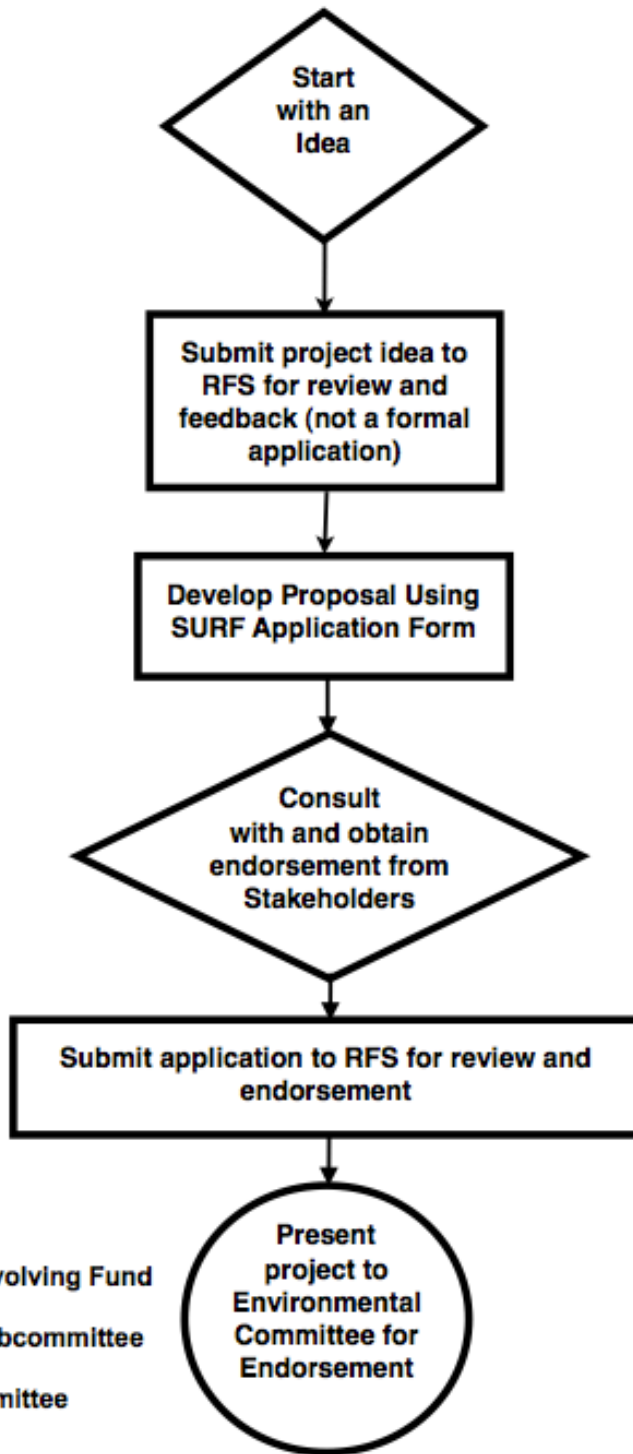
For more information, see the Hampshire College Sustainability Revolving Fund Charter, or contact the Environmental Committee with questions.

Proposal Process

Students, staff, and faculty may propose projects – collaboration between these groups is encouraged. Anyone interested in developing a project should contact the Environmental Committee early during the initial planning stages for help and advice. The next step is to follow the formal proposal application format below, specifying the details of your project. Your completed form should be emailed to the Environmental Committee:

envirocom@hampshire.edu

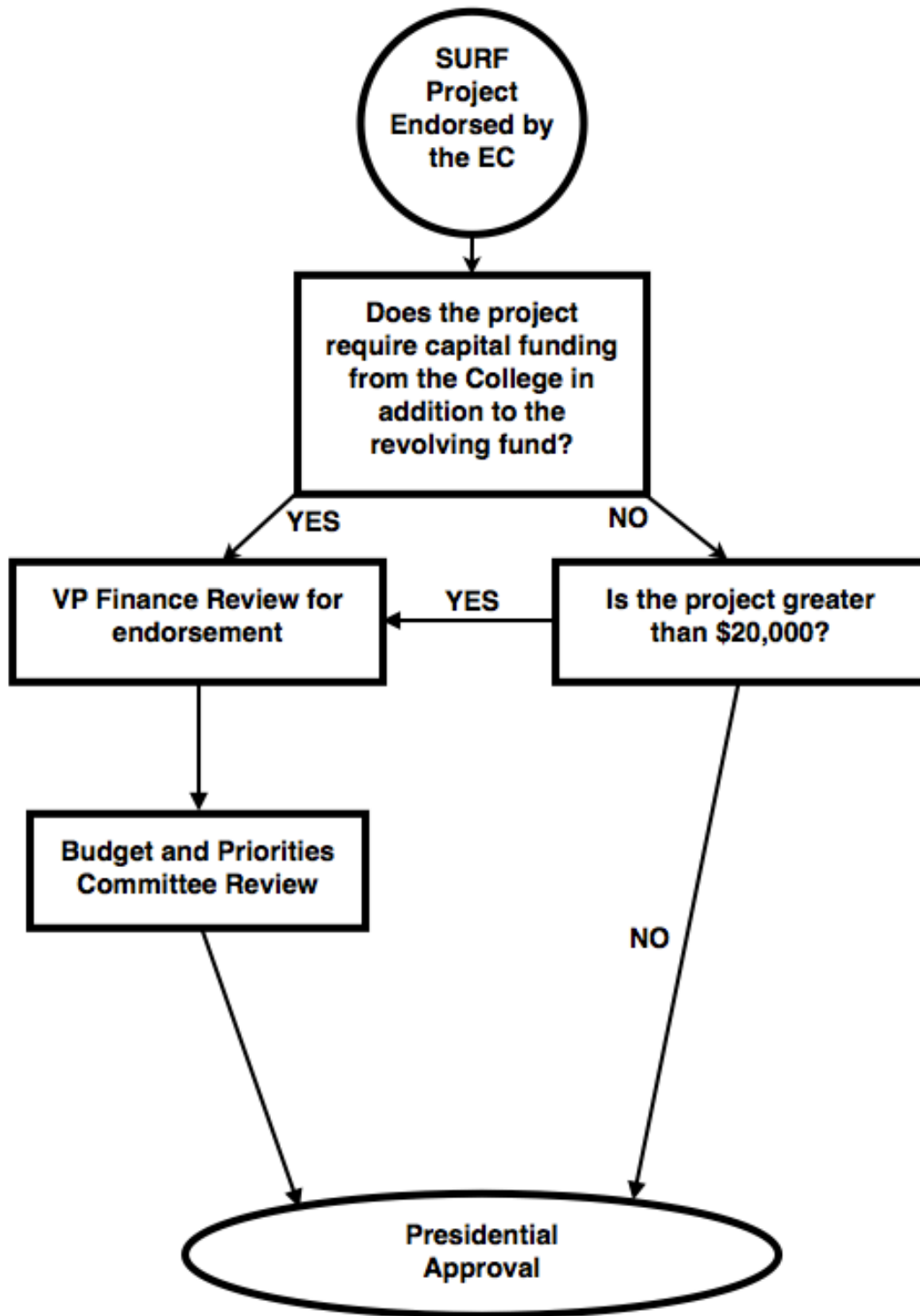
Proposal Process PART 1:



Key:

- SURF - Sustainability Revolving Fund
- RFS - Revolving Fund Subcommittee
- EC - Environmental Committee

Proposal Process PART 2:



Hampshire College Sustainable Revolving Fund Proposal Application Form

Please complete the form carefully and provide specific information. The more details you provide, the better your project can be assessed and the more likely it will be approved.

Project Description	
	<i>Project Title</i>
	<i>Brief description of project (2-3 sentences)</i>
1	Project Details
1.1	<i>Specific operations or behaviors targeted:</i>
1.2	<i>In what manner are these operations/behaviors being addressed?</i>
1.3	<i>Specific environmental impact reductions involved (fossil fuels, waste disposal, and/or water reductions)</i>
1.4	<i>Describe the financial benefits of the project</i>
1.5	<i>Expected lifetime of the equipment installed and/or overall project</i>
1.6	<i>Educational benefits of the project</i>

Project Description		
1.7	<i>Any precedents for this type of project (e.g. extension of a previous Hampshire project, or a similar project on another college campus)</i>	
1.8	<i>Any other details? (can include implementation/installation process as well as anything else you would like to specify in terms of description)</i>	

Project Financing		
2	Total Project Costs	
2.1	<i>Total estimated project costs, including equipment, installation, and recurring expenses (e.g. maintenance costs), and other project costs</i>	
2.2	<i>Provide contractor estimates, if applicable</i>	

3	Funding	
3.1	<i>Supplemental sources of funding for project (e.g. utility company rebates, tax breaks)</i>	
3.2	<i>Total funding requested from the Revolving Fund</i>	
4	Savings	
4.1	<i>Projected yearly savings, including full justification of assumptions, how the savings were calculated, and proposed verification methods. Include a detailed spreadsheet if possible (you can attach it separately)</i>	
4.2	<i>When the savings will begin to be realized</i>	

4.3	<p><i>Project payback schedule (multiple scenarios if there may be variability in your assumptions)</i> <i>Address the 5-year payback requirement, as well as the 8-year payback of 50% more to fund, per fund guidelines.</i></p>	
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Project Management

5.1	<p><i>Project Manager (person of ultimate responsibility for project development and follow-through)</i> <i>Provide contact information.</i></p>	
5.2	<p><i>Persons responsible for on-going operations of the project</i></p>	
5.3	<p><i>Other project sponsors (e.g. student groups, Dept. offices)</i></p>	
5.4	<p><i>Project Timeline (include as many intermediate deadlines as possible)</i></p>	

Project Management		
5.5	<i>Hampshire College departments/groups that will be involved or affected by the project. You must include signed endorsements from all appropriate stakeholders. (e.g. if you plan to work with Physical Plant, you need a signed endorsement confirming that they have agreed to work with you)</i>	
5.6	<i>Contingency plan for unexpected developments</i>	
5.7	<i>Definition of project success</i>	

Your completed form, along with any attachments (spreadsheets, diagrams, letters of support, etc.), should be emailed to the Environmental Committee: envirocom@hampshire.edu