

Humboldt Energy Independence Fund

Request for Proposals

Deadline: November 6th, 2009 at 5pm

The mission of the Humboldt Energy Independence Fund (HEIF) is to reduce the environmental impact of energy use at HSU through student driven projects.

The five primary goals of the Fund:

- The HEIF will achieve its mission through projects that are developed by students and, to the extent possible, implemented, monitored, and maintained with strong student involvement.
- The HEIF will require accountability by measuring and reporting quantitative and qualitative results, as well as levels of involvement by students and other participants, in all its projects.
- The HEIF will strive to make its projects derive from and be connected to the curriculum of the university.
- The HEIF will support dissemination of information about its projects through public outreach and educational activities.
- The HEIF will seek to publicize accomplishments and experiences associated with its program and projects through a variety of media.

Proposals are being requested that directly address the mission of HEIF and at least one of the goals above. The HEIF was first proposed by students in 2000 as an approach to addressing the adverse ecological and cultural effects of HSU's dependence on external energy sources. The Fund was finally established in Fall 2007 and is maintained through the Instructionally Related Activities Fee.

Eligibility

Currently enrolled students of Humboldt State University, in any discipline, are eligible to submit proposals to the Fund. Faculty and Staff are also eligible to submit proposals when collaborating with students.

Award Categories

HEIF projects will be separated into two general categories.

HSU Implemented Projects include any project that requires changes to campus infrastructure (buildings, streets, grounds, etc.) or university policies. The implementation of these projects must be managed through HSU Facilities Management or another appropriate HSU office.

Awardee Implemented Projects include projects that do not involve changes to campus infrastructure or university policies. In these cases, project implementation may be carried out by the proposing group and/or their collaborators.

Individual proposals can contain activities in both project categories, but the proposal budget should be divided so that funding requirements for activities in each category are listed separately. Questions about categorizing a proposal or activities should be directed to James Robinson: jr71@humboldt.edu or 707.826.5998.

Funding Parameters

The Fund has roughly \$100,000 to award this round. Larger proposals can be funded in phases. The committee anticipates granting one to four awards with the intention of diversifying the types of projects funded. The minimum award amount is \$1,000.

HEIF may choose to work with some applicants to revise proposals as needed, before or after a grant award is made, in order to comply with state and university policies and/or to further enhance the benefits of the project. After a proposal has been submitted, the proposing team may need to work with HSU Plant Operations, the Space and Facilities Committee, or other special university committees, to discuss or adapt the proposed project.

HEIF funds will not support projects mandated by law or HSU policy directives since the University is already obligated to allocate funds for such projects. HEIF will fund projects that go above and beyond minimum requirements and which are unable to gain funding from other University related sources.

Intellectual property rights will be based on University policy with an intention of giving the intellectual property rights to the inventor. The University reserves the right to use any intellectual property generated in a project funded by HEIF for its own purposes.

Calendar

Fall RFP Kickoff event	Wed. Sept. 16 th 5pm – South Lounge
RFP workshop mentoring session	Wed. Oct. 14 th – South Lounge
Submission Deadline	Fri. Nov. 6 th , 2009 by 5 P.M.
Anticipated Award Announcement	Early Dec 2009
We anticipate another opportunity to apply for HEIF funds in the spring.	

For further information

<http://www.humboldt.edu/~heif>

James Robinson, HEIF Manager
Jr71@humboldt.edu
707.826.5998

TallChief “TC” Comet, Sustainability Coordinator
tcc4@humboldt.edu
707.826.3646

Proposal Checklist: Submit a hard copy and an electronic copy

- Submit 1 hard copy to HSU Plant Operations by 5 P.M. Nov. 6th (14th and B Street)
- Submit 1 electronic copy to jr71@humboldt.edu

_____ Cover page
 _____ Proposal Narrative
 _____ Budget Breakout (use spreadsheet template provided on website)
 _____ Timeline / Outcome Table (use spreadsheet template provided on website)
 _____ Signage Content
 _____ Support Material with index
 _____ Signed Agreement to Grant Terms

Proposal Narrative

The proposal narrative needs to address as many of the following ten sections as applicable. The questions in each section are meant to be a guide. Adapt as necessary in order to best indicate **how the proposed project directly addresses the mission of HEIF and at least one of the HEIF goals**. Use the underlined section headings within the narrative so that reviewers can easily find the information. If one section is not applicable to the specific project being proposed briefly indicate so rather than excluding the section.

Narrative Guidelines: 3-5 pages (12pt font, 1” margins, single spaced with all pages clearly numbered)

1. Project Description: Provide a summary of the project and budget request.
2. Need Statement: How does the project address HEIF’s mission? Which of HEIF’s goals does the project meet and how? (Minimum of one goal must be fulfilled by the proposed project.)
3. Outcome: What are the tangible results and benefits of the project? What are the student learning outcomes? How will the project’s effort to reduce the environmental impact of energy be ascertained? If applicable, how much energy will be saved and/or generated?

Note: Proposals for projects that would result in energy generation or savings should include an estimate of the associated quantities of energy over the projected life of the project (e.g. kWh of electricity saved or generated; MJ of heat energy saved; gallons of gasoline use avoided). Where applicable, environmental benefits associated with the project should also be quantified. Examples of metrics may include kilograms of carbon dioxide emissions avoided per year or kilograms of nitrogen oxide (NOx) emissions avoided per year. Calculations, assumptions, and evidence in support of claims about energy saved or generated, as well as the associated environmental benefits, should be included in the support materials.

4. Student Involvement: How will students be involved? What students will be involved and in what capacity? How will the project integrate with the university’s curriculum? What curricular and/or faculty support is needed to realize the project?

5. **Implementation:** What is the process for implementing the project and who will be involved? As applicable, what part of the project will be implemented by the awardee and what part by HSU? What key challenges does the project present? What, if any, aspects of the implementation process still need to be addressed? What potential does the project have for being funded at a lower level or in phases? Does the project potentially involve multiple phases? If so, define the subsequent phases of the project.
6. **Partners:** Identify HSU students, faculty and/or staff who are partners in the process. Student collaboration with faculty and/or staff is highly encouraged to ensure continuity with the project. What role will people fulfill? What are the partner's qualifications and level of experience? What community partners are involved in the project if any? What parties have been consulted with or still need to be consulted with (e.g. Building Coordinator, Administrator, Dean)? Where applicable, who will oversee any long-term implementation processes?
7. **Timeline:** What activities will happen when? Who is responsible for the successful implementation of each activity?
8. **Sustainability:** What is the long-range sustainability plan? How will the project be maintained over a 5, 10, 20 and/or 30 year period? If the project involves equipment what are the plans for ultimate removal and scrapping/recycling of the equipment. After consulting with HSU's Plant Operations, indicate if you anticipate any reoccurring expenses with maintaining and sustaining the project? (See "For Further Information" section for a contact person.)
9. **Assessment:** How will the project be evaluated specifically in regards to reducing the environmental impact of energy use? How will student's experiences and learning be assessed? How will the energy generation and/or reduction be measured and monitored?

Budget

Download the Budget Template from <http://www.humboldt.edu/~heif>. The document has worksheets for both the Budget Template and the Timeline and Outcomes template.

Timeline & Outcome Table

Download the Timeline and Outcome Template from <http://www.humboldt.edu/~heif>. The document has worksheets for both the Budget Template and the Timeline and Outcomes template.

Signage

Include in your proposal a brief description of the information for a sign that will accompany your project. Note that all projects implemented by HEIF will include signage that provides information about the project and its benefits.

Support Material

The support material needed is dependent upon the project. **Support material should include an index and be neat, well organized and easy to follow.** Supporting material may potentially include:

- Materials that directly assist the reviewing committee in understanding the project
- Product information, specifications and pictures...
- Schematic diagrams, placement renderings...
- Pertinent statistics, data
- Relevant internet links and resources
- Calculations and spreadsheets
- Environmental benefit qualification
- Relevant software for project analysis and design
- Justification of energy quantification
- Biographies of key personnel

Evaluation Criteria

Proposals will be evaluated using the following criteria:

- Applicability to HEIF's mission and goals
- Potential to succeed
- Cost / benefits
- Proposal thoroughness
- Originality

Proposals that are incomplete or extend beyond the five-page limit for the narrative will be returned unread.

HEIF RFP Fall 2009 Cover Page**Proposal Title:** _____**Applicants:** (The designated primary contact needs to be accessible spring semester)**Primary Contact** Name _____

E-mail _____ Tel: _____

Indicate: Student / Faculty / Staff If student, anticipated date of graduation: _____

Name _____ E-mail _____ Tel: _____

Indicate: Student / Faculty / Staff If student, anticipated date of graduation: _____

Name _____ E-mail _____ Tel: _____

Indicate: Student / Faculty / Staff If student, anticipated date of graduation: _____**Abstract / Brief Description:****Budget Request:** _____ **Indicate all that apply:** HSU Implemented / Awardee Implemented**Starting Date (mo/yr):** _____ **Completion Date (mo/yr):** _____**Partners**

Name _____ E-mail _____ Tel: _____

Indicate: Student / Faculty / Staff Commitment to Project: Confirmed / Anticipated

Name _____ E-mail _____ Tel: _____

Indicate: Student / Faculty / Staff Commitment to Project: Confirmed / Anticipated

Name _____ E-mail _____ Tel: _____

Indicate: Student / Faculty / Staff Commitment to Project: Confirmed / Anticipated

Name _____ E-mail _____ Tel: _____

Indicate: Student / Faculty / Staff Commitment to Project: Confirmed / Anticipated

Agreement to Grant Terms

(Adapted from the Humboldt Area Foundation RFP)

By signing this application form, the applicant enters into an agreement with HSU and HEIF that would take effect should the grant be awarded. The applicant attests that:

1. **Accuracy:** The information contained in this application and in any attachments thereto is true and correct to the best of your knowledge.
2. **Use of Funds:** Understands and agrees that, where applicable, all grant funds will be applied to the project in accordance with the description and budget provided in this application as set forth in the award letter. Any significant change in the use of these funds will require prior approval by HEIF. Requests for changes must be submitted in writing. If the revisions are not accepted or funds are not expended for the purpose and the manner agreed to by the grantee, HEIF reserves the right to cancel the grant and any further payments and said funds must be returned to the Foundation. All funds must be spent in accordance with State financial rules and regulations.
3. **Expiration:** Understands and agrees that, where applicable, grants must be paid within one year, unless otherwise specified. Any requests for extensions of time must be submitted in writing prior to the expiration date. Grants not paid or granted an extension can be cancelled without notice after the expiration date.
4. **Grant Report(s):** Understands and agrees that, where applicable, report(s) will be submitted to HEIF by the phase or date specified in the grant award letter. Report guidelines will be forthcoming.

To indicate acceptance of the foregoing terms and conditions, please sign below. Please retain a copy of this agreement for your files.

Applicants:

Primary Contact

Print Name	Signature	Date
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Print Name	Signature	Date
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Print Name	Signature	Date
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Print Name	Signature	Date
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