Sustainable UWS Rolling Fund SURF APPLICANT PROCEDURES

The Sustainable UWS Rolling Fund (SURF) Program is established as an initiative under the University's Environmental Management Policy. As a signatory to the Talloires Declaration, UWS has a clear obligation to plan and implement actions for a more sustainable future, and a clear role of leadership in the future sustainability of Western Sydney. The SURF program is one avenue that the University can demonstrate its' commitment to these obligations.

PROCEDURES:
1. Determine proposed project eligibility including “in principle” appropriate approvals.
2. Draft a Sustainable UWS Rolling Fund Project Proposal.
3. Discuss project proposal with the Sustainability Coordinator, Office of Sustainability for review and comments.
4. Obtain competitive project costs on company letterhead as applicable - these should also include costs for services provided.
5. Original supporting documentation in the form of a Business Plan, official company quotes, other expenses, an implementation plan and detailed budget will also be required.
6. The Sustainable UWS Rolling Fund program panel (see SURF assessment) will review all applications against the assessment criteria.
7. Applicants will be notified of the outcomes of their application within 4 weeks of submitting the application – note unsuccessful applicants will be shortlisted as appropriate.
8. Funding arrangements for successful applicants will need to be discussed on an individual basis with the Sustainability Coordinator before progressing however the standard procedure will be as follows: a. The Office of Finance will raise a purchase order for either goods and/or services on receipt of an approved Purchase and Requisition Form from the Office of Planning and Quality. The purchase order will be issued direct to the supplier with the applicant listed as the delivery recipient;
   b. Invoices of completed works will be sent to the applicant who will need to verify on the invoice that goods are received or the service is complete;
   c. A signed invoice will be forwarded to Sustainability Coordinator and funds paid by Office of Finance direct to the supplier from the SURF cost centre;
   d. For provision of goods/services under $1,000 verified invoices can be forwarded directly to the Sustainability Coordinator and must be discussed prior to work commencing.
9. Where direct money/petty cash for minor purchases are required this will need to be discussed with the Sustainability Coordinator.
10. Finished projects will be showcased on the Bringing Sustainability to Life website, communicated via other appropriate marketing channels to the UWS community and be eligible for the VC’s sustainability awards.

**Project Eligibility - Only projects that meet the following eligibility criteria will be accepted for consideration.**

Eligible projects will need to demonstrate:

- Reductions in greenhouse gas emissions;
- Reductions in energy use;
- Alternate energy sources;
- Reductions in water use;
- Reductions in waste and pollutants;
- Behavioural changes that will reduce environmental impacts and generate sustainability benefits and;
- Have a positive rate of return.

**Who is eligible to apply for funds?**

- All UWS staff and students; including UWS entities
- Student proposals must have either their supervisor and/or a lecturer on the project team and departmental/head of school approval to proceed.
- Staff proposals must have direct line manager approval and division/head of school approval to proceed.

**Project Finance**

- The maximum funds available for each project application will be $15,000;
- Savings and/or benefits will need to be quantifiable and/or identifiable. Normally projects should be able to provide 100% fund payback within 5 years plus a return on investment of 20% within the same time frame; consideration will be given to pilots that determine feasibility, scalability and cost/benefit.
- Projects must demonstrate value for money and be reasonable.

Note that funds will not be granted retrospectively and projects must go through a panel review process to be funded.

**Assessment**

Project applications will be assessed by a panel consisting of a maximum of 3 members. These will be selected from the UWS Greening Task Force; Office of Finance; Office of Planning and Quality and Capital Works and Facilities as appropriate.

**Project Applications will be assessed against:**

1. Eligibility requirements;
2. Payback ability, return on investment and value for money;
3. Prospective sustainability benefits are qualitative and will need to be outlined;
4. Feasibility, probability of delivery and project team capability.