



ECOFUND

DASG EcoFUND CODE

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DASG EcoFUND CODE

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ARTICLE I: ECOFUND OVERVIEW

Section 1: Mission Statement

The mission of the DASG EcoFund is to make a significant and ambitious contribution to the global efforts of combating climate change by providing financial resources for student-driven projects that limit or reduce De Anza College's negative impact on the environment. The DASG EcoFund will allocate funds to projects that promote energy and water efficiency, waste reduction, sustainable modes of transportation, environmentally responsible purchasing, recycling, food justice, as well as to projects that increase the use of renewable resources and sustainability in operation of De Anza College. Portions of the fund will also support green procurements and education initiatives.

Section 2: Vision

The DASG EcoFund shall aim to:

- A. Situate environmental sustainability at the heart of our campus culture and character.
- B. Create leaders and conscious citizens that will continue to work on making the world a more sustainable and safer place upon graduation.
- C. Give De Anza College students a voice in campus sustainability and environmental issues.

ARTICLE II: THE ECOFUND

Section 1: The EcoFund Budget

The DASG EcoFund will be supported by student fees and administered through the De Anza Student Government Senate.

Section 2: Duties and Voting

- A. It shall be the duties of the DASG Environmental Sustainability Committee to:
 - 1. Provide resources and advice for students pursuing sustainability-related projects prior to the application and after the selection of projects.
 - 2. Review project proposals and meet with the applicants to ask specific questions regarding their project proposals.
 - 3. Select project proposals that align with the EcoFund mission statement, vision, guidelines, relevance to the De Anza College's student body, and adherence to De Anza College and FHDA district policies.
 - 4. Recommend project proposals to the DASG Finance Committee to be considered for funding.
- B. It shall be the duties of the DASG Finance Committee to:
 - 1. Review the project proposals recommended by the DASG Environmental Sustainability Committee.
 - 2. Meet with the DASG Environmental Sustainability Committee to ask specific questions regarding the selected project proposals.
 - 3. Determine if the selected project proposals are to be funded entirely or partially considering their relevance to the De Anza College's student body and their consistency with the EcoFund mission statement, vision, and guidelines.
- C. All guidelines described in the DASG Finance Code will be followed in allocating funds to budgeters.

Section 3: Conflict of Interest

The EcoFund shall be conducted in such a way as to prevent conflicts of interest. All potential conflicts of interest discovered will be made public. To this end, each DASG Senate member must publicly disclose all campus groups and organizations of which they are a member. Where appropriate, the Senate members shall recuse themselves from voting on funding allocations for projects proposed by such groups.

ARTICLE III: THE ECOFUND COORDINATOR

Section 1: Responsibilities of the EcoFund Coordinator

There will be one student position referred to as the EcoFund Coordinator. The EcoFund Coordinator works under the direction and supervision of the DASG Environmental Sustainability Chair and Advisor and exists to meet the needs of the DASG Senate and Environmental Sustainability Committee regarding the EcoFund.

The primary responsibilities of the EcoFund Coordinator will be:

- A. Within DASG Senate
 1. Inform and support the DASG Senate, the DASG Environmental Sustainability Committee, and the DASG Finance Committee on issues regarding the EcoFund.
 2. Facilitate communication between project grantees and the DASG Senate, the DASG Environmental Sustainability Committee, and the DASG Finance Committee.
 3. To work with DASG Environmental Sustainability Committee members to solicit and support the development of new projects of interest to the EcoFund.
 4. Coordinate the presentation of proposals to the DASG Environmental Sustainability Committee.
 5. Follow up with EcoFund applicants on project status and report back to the DASG Senate.
- B. Project Management
 1. Support prospective grant applicants.
 2. Support funded EcoFund projects and track their progress.
 3. Ensure all projects meet the EcoFund grant, and program policies as outlined in Article IV.
 4. Generate award documents for all funded EcoFund grants.
 5. Collect progress reports and final reports from all on-going funded EcoFund projects.
- C. Communications
 1. To market and raise awareness of EcoFund activities and funded programs and projects.
 2. Develop and maintain all forms of the EcoFund communications and publicity.
 3. Publicize the EcoFund funding cycle and projects which receive funding.
 4. Collect project feedback from the DASG Senate, the DASG Environmental Sustainability Committee, and the DASG Finance Committee, and distribute to project applicants.
- D. Budget & Administration
 1. Manage the EcoFund budget and other administrative tasks.
 2. To maintain all records of the EcoFund activities, communications, and funded programs.
 3. To ensure EcoFund funds are spent appropriately by awardees.
 4. Prepare annual budget recommendation including any staffing needs.

ARTICLE IV: PROJECT SELECTION

Section 1: General Requirements for Funded Projects

All projects to be considered for EcoFund funding must meet the following criteria:

- A. Projects shall reduce De Anza College's negative impact on the environment.
- B. Projects shall have publicity, education, and outreach components.
- C. Projects shall have received all necessary written approval by appropriate campus officials prior consideration.**
- D. Projects shall be financially sustainable, meaning that projects should be able to sustain themselves after the initial funding award.
- E. Projects shall be accessible to all De Anza College students.
- F. Projects involving an event must have an audience with a student majority.
- G. Only De Anza College students, faculty, staff, and organizations are able to submit project proposals.
- H. The EcoFund will not fund projects already mandated by law or De Anza College policy.
- I. All projects shall have a mechanism for evaluation and follow-up after funding has been allocated. All funded projects must submit the required project updates and final reports.
- J. Student participation shall be highly encouraged in all projects.
- K. Projects shall not request funds for student, faculty, or staff compensation or payroll.

Section 2: Preference for Proposed Projects

The DASG Environmental Sustainability Committee shall give preference and priority to project proposals that also meet the following criteria. However, meeting these criteria is not required for projects to be considered for EcoFund funding.

- A. Projects that demonstrate the greatest reduction in De Anza College's negative environmental impact for the lowest cost.
- B. Projects that will complement existing sustainability programs and projects in place on campus.
- C. Projects that are highly visible, impact daily student life, and reach a wide demographic within the De Anza College community.
- D. Projects led by De Anza College students or that involve students in their implementation.
- E. Strong preference will be given to projects that will have a lasting impact on De Anza College campus beyond their completion.

ARTICLE V: OTHER RULES GOVERNING THE ECOFUND

- A. Funds allocated to a project that are not spent within the project timeframe and within the same fiscal year shall be returned to the EcoFund account for reallocation.
- B. EcoFund funds are not to be used or reallocated for purposes other than those described in this document.
- C. EcoFund funds shall not be used for any purposes that violate De Anza College and FHDA District policies and procedures.
- D. All intellectual property generated using the EcoFund funds shall become the property of De Anza College.
- E. All materials and equipment purchased with EcoFund funds shall become the property of De Anza College and must be provided to the College upon completion of the grant.
- F. When DASG interns or Senators apply for EcoFund, they must not review or vote on any EcoFund proposals.

ARTICLE VI: FUNDING

- A. Approved EcoFund projects will be evaluated annually for appropriate maintenance. Failure to properly maintain projects may result in a termination of funding.
- B. The DASG Environmental Sustainability Committee will forward recommendations for funding to the DASG Finance Committee who will then process the requests as described in the DASG Finance Committee Code.

ARTICLE VII: ACCOUNTABILITY, RECORDS AND REPORTS

Section 1: Accountability to the Student Body

Administration of the EcoFund shall be open and visible to the student body and therefore the EcoFund shall:

- A. Make all its records available to the public, including project proposals that have received funding.
- B. Issue an EcoFund Annual Report of its activities to the DASG Senate, and the public.

Section 2: Accountability of Projects

- A. All projects funded by EcoFund shall submit quarterly project updates to the EcoFund Coordinator during the project's progress. All projects will also submit a final report upon completion of the project. The final report must include a budget detailing the spending of all funds and answer the questions stated in the "**Final Report Guidelines.**"
- B. Upon review of the Final Report, the EcoFund Coordinator, in collaboration with the DASG Environmental Sustainability Committee Chair and Advisor, shall judge whether the funds were spent within the scope of the project. If the Coordinator feels the funds were not spent within of the project scope, they may recommend that the DASG Environmental Sustainability Committee require the return of some or the entire grant funds to EcoFund.
- C. Projects who consistently fail to submit the required documentation by the set deadlines will not be eligible to apply for and receive future funds from the EcoFund. The DASG Environmental Sustainability Committee also may require such projects to complete additional reporting processes.

Section 3: Records and Reports

The EcoFund must keep the following on record:

- A. Minutes of all meetings where issues regarding the EcoFund were held by the DASG Environmental Sustainability Committee, the DASG Finance Committee and the DASG Senate, indicating the time and place of holding such meetings, the names of those present, and the proceedings thereof.
- B. Adequate and correct books and records of account, including accounts of its properties and business transactions and accounts of its assets, receipts, disbursements, gains and losses.
- C. All abstract submissions and grant applications received each year.
- D. Records of projects selected each year and the funds allocated to each.
- E. Updates and reports made back to the EcoFund on funded projects and all annual reports received from projects with ongoing benefits.
- F. Copies of all EcoFund Annual Reports.

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