

# University of Westminster



## LAUNCHING THIS OCTOBER

The Westminster Green Fund will provide start-up money for sustainability projects and interventions that are co-created, designed and implemented by staff and students working in partnership.

Funds will be distributed to projects through an annual grant competition, which will take place in December with project delivery during Semesters 2 and 3. A Green Fund Board, comprising student representatives and members of the Sustainability and CETI teams, reviews all proposals and approves expenditure for those selected.

The purpose of the Fund is to promote understanding, awareness and behavioural change in the field of environmental leadership. It empowers students and staff at Westminster by fostering local projects that further a sustainable future.



Applications for grants of up to £5000 are invited for projects which either:

- Help the University Schools, Departments, communities or partnerships address the United Nation's Sustainable Development Goals
- Promote campus environmental sustainability
- Serve as an educational tool for staff, students and community members

Applications must be brought forward on the basis of a partnership between staff and students. Project teams must include at least one member of serving staff (academic, professional services, or SU) at the University and at least two students (maximum 4) drawn from any taught or research programme. There must be more students than staff in each group.

Students who contribute to Project Teams will receive a £100 bursary which recognises their efforts. The Green Fund will also pay for equipment, consumables or other expenses identified in the Project Plan.

### **Application Process**

Grants up to £5,000 will be awarded for impactful, short-term ( $\leq 1$  year) research or projects. Grant proposals requesting over £5,000 for long-term ( $> 1$  year) research or projects will be considered with increased supervision and mentorship expectations.

To be eligible for review, proposals must include the following:

- Executive summary
- Needs Assessment: Problem or need at the University of Westminster
- Project Goals and Outcomes
- Environmental impact
- Long term viability and sustainability
- Innovation
- Strength of partnership
- Impact Statement and alignment with the Sustainable Development Goals or University Sustainability Policy
- Evaluation Plan and Timeline: Metrics and key milestones for measuring project impact and defining success, including how results will be communicated to University stakeholders
- Itemized Budget (Your budget must include the £100 bursary for each student participant)

\*On-going projects that are currently funded through another scheme will not be considered, nor will projects that are part of an assessment. Applications from student groups (i.e societies) will not be considered unless the application meets the criteria.\*

### **Potential themes**

Applications can relate to any of the themes identified, but typical projects might include the below concepts but are not limited to:

- Air quality monitoring
- Greening the university estate, external and internal
- Increasing recycling rates across campus
- Behaviour change campaigns
- Sustainable food projects

- Energy reduction projects
- Sustainability outreach programme
- Wildlife monitoring

### **Outcomes and Reporting**

In addition to carrying out their projects, successful teams will commit to a series of additional requirements including:

- Attendance at compulsory training workshops on Staff Student Partnerships; Evaluation; Planning for Enterprise.
- Regular reporting on actions, achievements and budgetary requirements
- A presentation on progress-to-date to be delivered at the University Learning and Teaching Symposium in June
- An evaluation report to be submitted at the close of the project

### **Support for Project Teams**

Project teams who have been successful in their applications will be allocated a “mentor” from either the academic or professional services divisions. A colleague with relevant expertise relating to the proposed project will provide support and guidance throughout the duration of the project. This will allow for project participants to efficiently carry out their projects and add an additional element of collaboration into the scheme.

The compulsory training sessions will be offered for successful project teams to provide the students with the necessary skills and knowledge to carry out their project while working in partnership with fellow students and staff members.

### **Timeline**

- 21 Oct 2021: Briefing Session for Students and Staff
- 01 Nov 2021: Application Window Open
- 29 Nov 2021: Application Deadline
- 10 Dec 2021: Application Results Publication
- 17 Jan 2022: Training for Project Groups and Meeting with Project Mentors
- 28 Jan 2022: Ethics and Budget Form Deadline
- 01 Apr 2022: Mid-term Project Update / Support Drop-In Session
- 13 Jun 2022: Expenses Claim Deadline
- 25 Jun 2022: Poster Presentation during Learning and Teaching Symposium
- 30 Jun 2022: Project Completion / Report Submission

### **Benefits of the Green Fund**

- Students will get to leave a legacy at the University when they leave
- Great experience for students working in a team of students and colleagues
- Students will gain practical and transferrable skills which will increase their employability
- Students will learn more about sustainability issues and how to use critical and creative thinking skills to develop real-life solutions
- Green Fund will encourage cross-disciplinary collaborations across different courses, Schools, Colleges, and departments
- University will be able to use the idea and energy of our students to propel our sustainable actions across all campuses

Get in touch with us at [GreenFund@westminster.ac.uk](mailto:GreenFund@westminster.ac.uk) if you have any questions.