

**Carver and DeLaney Family Environmental Studies Endowment
Grant Guidelines
Last Updated: 2020**

The Carver and DeLaney Family Environmental Studies Endowment seeks to encourage and support student sustainability projects on the campus of Hobart and William Smith Colleges and/or the local community. This year we will award small grants (\$500-\$1500) for one to five student-led projects toward sustainability initiatives with topics that include but are not limited to: energy/water / waste management, food & agriculture systems, biodiversity, community design, green infrastructure, outreach/education, social justice, etc.

Named in honor of Trustee Calvin R. “Chip” Carver Jr. ’81 and his wife Anne DeLaney, the Carver & DeLaney Family Environmental Studies Endowment supports student sustainability projects. Currently serving on the HWS Board of Trustees, Carver acts as a valuable resource for students and graduates of the Colleges. He partners with the Salisbury Center for Career, Professional and Experiential Learning, to network numerous students and graduates with internships and career opportunities in fields such as financial services and global trade processing.

Qualifications:

Any Hobart or William Smith student may submit a proposal. The project must be initiated and completed by the student, and consultation with faculty and/or staff on aspect(s) of the project is encouraged. Letters of recommendation are not necessary, but it is required to provide a list of faculty members who can speak to the students’ skills, knowledge, and the ability to carryout a project to completion. While applicants must be in good academic standing, a high GPA is not necessary to receive funding. Students who receive the Sustainability Grant may also be eligible for an additional award to support presentation of project results at regional or national conferences.

Application:

To apply for funds, students must submit a two-page application. The first page is the project description and should include a project title, student(s) name, major(s) and minor(s), contact information, and faculty references. This should be followed by narrative text that describes the objective(s) of the project, the method(s) to be used in meeting the objective(s), and anticipated project outcomes. The second page of the proposal must include two items: the first will be a budget itemizing how the funds will be spent, the second will be the project schedule. Other useful information can be included on the second page as deemed necessary.

Submission Deadline:

Applications are considered on a rolling basis. Generally, the start of the semester is the best time to apply. Please email Sustainability@hws.edu prior to applying to determine if funding is still available and get an updated timeframe for when to submit your application. You will need to submit your two-page application for funding in .pdf format.

Selection Criteria:

In considering an application, the review committee composed of faculty and staff with sustainability expertise will use the following criteria:

- Anticipated impact on campus and/or local communities sustainability efforts (40%)
- Support for the project by key stakeholders and the likely success of the project (30%)
- Faculty/staff advisor's ability and willingness to provide project oversight and guidance (15%)
- Feasibility of the project (15%)

General Administration:

This funding will be administered by the Office of Sustainability in consultation with the Climate Task Force and the HWS committees on Tree/Bee Campus USA to ensure accepted projects align with the Colleges' and communities' sustainability goals. Acting as chair of this grant, the Sustainability Manager is responsible for encouraging and recruiting eligible students to apply, reviewing proposals, soliciting proposal feedback from faculty and staff, awarding funds, tracking the expenditure of funds, and summarizing fund activity to the Provost. The chair will also maintain a list of funded projects and amounts. The Provost will provide oversight of the fund and report on fund activity to donors.

Grantee Responsibilities, Acknowledgement and Tracking:

Student awardees must submit a final report in .pdf format describing their project. The final report text is limited to two pages and must include a brief project summary, project progress and results, successes and challenges, and next steps (if applicable). A financial report detailing how funds were used must be included as an appendix. Other appendices are also allowed.

You can see examples of previous projects:

<https://www2.hws.edu/three-awarded-carver-delaney-grants>

<https://www2.hws.edu/article-id-17687>