

Brunswick Community College Sustainability Committee

**Sustainability Fund**

Regulations and Guidelines

Background

In 2015, Brunswick Community College (BCC) Sustainability Committee established a fund for sustainability projects to help support the College’s Sustainability Initiative. The Fund may be applied for any BCC student, faculty, or staff project to purchase services or products that directly increase sustainability awareness on the BCC campus, as well as to support the college’s five year sustainability plan.

I. Funding:

1. Description of Usage:
	* BCC Sustainability Fund monies shall only be used for services and projects which directly increase the sustainability of BCC.
	* Funds may only be used for projects exclusively on BCC property.
	* Monies shall never be used to purchase/pay for: food, clothing, media, and speakers, trips away from campus, student reimbursement or illegal substances.
2. Funds Expiration Time Frame:
	* Funds allocated by the Sustainability Committee must be utilized within the semester the funds are granted.
3. Unused Funds:
	* All unused funds, both by students, staff and the committee itself, return and remain at the discretion of the committee at the end of each academic term.
4. Conditions:
	* BCC Sustainability Committee reserves the right to add stipulations to any proposals in order to preserve the integrity of the Sustainability Committee Fund Monies.
	* All request for purchases or reimbursements must be pre-approved by the Sustainability Committee Chair and Vice President of Continuing Education and Economic and Workforce Development.

II. Approval:

1. Representation:
	* All requests must designate a responsible party for the project.
	* All grantees are required to present their projects to the Sustainability Committee.
2. Allocation:
	* A majority vote of the Sustainability Committee members who are present at the funds request meeting will be sent to the **BCC President for approval**.
	* When a use of funds has been approved by the Sustainability Committee, the committee chair must email a copy of the approved application to the Brunswick Community College Foundation. In the email, the maximum amount of awarded funds must be clearly stated. The BCC Foundation will facilitate the relevant purchases and/or allocation of monies.