

# Sustainability Grass Roots Grant

## Introduction

Our University's grass roots grants aim to enable local changes that are visible, raise awareness of sustainability and motivate staff and/or students to start living, studying and working sustainably – or to continue their sustainability journey.

These grants – established in 2020 – have a total annual grant pool of \$10,000. Grants are capped at \$1,000 per initiative and the minimum grant is \$250, so between 10 and 40 small initiatives could potentially be completed at our University every year.

The Sustainability Office may not allocate all of the funding pool every year if there are not enough suitable applications.

## Application criteria

This grant would suit student clubs and societies, staff teams and residential college teams involved in our University's Green Your Scene sustainability initiative.

The funding criteria for small sustainability-focussed initiatives at this University are:

- Align with one or more of the University's sustainability targets of reducing:
  - Energy use;
  - Waste to landfill;
  - Greenhouse gas emissions through sustainable travel;
- Foster change on campus by motivating staff and students to live, study and work sustainably.
- Help staff and students connect with our natural environment.
- Meaningfully promote the United Nation's Sustainable Development Goals – including social responsibility and well-being.

Funding for ideas for sustainability projects – with wider-ranging impacts – is available from the Sustainability Project Grants scheme.

## Application process

Applying for a grass roots grant is simple and applications are accepted year-round, to reduce potential barriers to staff and students increasing our sustainability initiatives.

Applicants must complete an online application form then have it endorsed by their Head of Department, Head of College or Supervisor.

The Sustainability Office will assess the applications and notify successful applicants by email as soon as possible.

Applicants will ideally complete their initiative within six months of receiving the grant.

NOTE: If an initiative involves significant changes in equipment or processes, please consider whether a risk assessment should be included with the grant application.

## Reporting requirements

Successful applicants will be required to complete a case study on their sustainability initiative – for the Sustainability Office, the University’s Sustainability Taskforce and Advisory Group and governance structures.

A case study guide will be provided to all successful applicants, to highlight the information expected to be provided in Microsoft Word or a video.

All case studies will be used for promotional purposes and will be added to the Sustainability Office’s web pages.

## Contact details

For further information please contact the Sustainability Office:

Phone: (03) 479 4295

Email: [sustainability@otago.ac.nz](mailto:sustainability@otago.ac.nz)

## Grass roots initiative grants - case study guide

The case study is a final report on your grass roots initiative. It can be a video or a Microsoft Word document with photos.

All case studies will be used for promotional purposes and will be added to the Sustainability Office’s web pages.

As a guide, all case studies should include:

- The initiative’s title
- The members of the initiative team
- The year the team received the grant
- The date the initiative was completed
- What the team aimed to achieve with the grant funding
- How the initiative was implemented, including successes and challenges
- The sustainability outcomes achieved, including any unexpected benefits
- How the initiative’s impact was measured (e.g. through engagement)
- If the initiative could be replicated in other areas
- How the initiative could be done differently, if relevant (for other staff and students interested in introducing the initiative to their areas)
- Lots of photos or a video showing the initiative being implemented
- Anything else that is relevant