

MTSU Sustainable Campus Fee Funding Request Form

The Sustainable Campus Fee (SCF) supports projects that advance sustainability at MTSU. This form allows students, faculty, and staff to propose initiatives that contribute to a greener campus through energy efficiency upgrades, infrastructure improvements, education, research, and efforts to enhance campus biodiversity.

There are 5 sections to the application: Section I: Contact Information, Section II: Project Category, Section III: Project Description, Section IV: Project Cost, and Section V: Project Performance Information (For applicable projects).

The Sustainable Campus Fee is administered through a partnership with the Office of Student Affairs, the Center for Student Involvement & Leadership, and the Center for Energy and Sustainability (CES).

Date Wednesday, September 30, 2026

Request Number **SCFR27000088**

1. Name Stacy Smith

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Phone Number (615) 898-2822

SECTION II: Project Category

Please note that all proposed projects will have to comply with MTSU campus guidelines and recommendations.

1. Select the category that best describes the project. (Select One - See Descriptions Below)

Recycling

CATEGORY DESCRIPTIONS

Energy Conservation/Efficiency - (e.g. installing LED light bulbs, adding insulation to walls, replacing old appliances with energy-efficient models, installing programmable lighting, etc.)

Renewable Energy - (e.g. implementing projects to harness naturally replenishing sources like wind, water, and sunlight to generate electricity - like solar-powered picnic tables, etc.)

Sustainable Transportation - (e.g. installing covered bike racks, replacing fuel vehicles with electric vehicles, etc.)

Alternative Fuels - (e.g. setting up electric vehicle charging stations, implementing hybrid or electric vehicles, purchasing electric or propane power equipment, etc.)

Recycling - (e.g. purchasing recycling bins, improving signage, recycling difficult materials, etc.)

Waste Reduction - (e.g. establishing a reuseable to-go container program, reducing food waste, installing waterbottle filling stations, etc.)

Water Conservation - (e.g. purchasing rain barrels, creating a rain garden, switching to low-flow water fixtures, installing low-flow water valves, etc.)

Biodiversity - (e.g. planting pollinator garden, tree planting, installing bird boxes, etc.)

Education - (e.g. hosting a sustainability fair to raise awareness about green practices, hosting bike repair and/or safety workshops)

Research and Innovation - (e.g. researching the effects of microplastics, solar feasibility study, etc.)

SECTION III: Project Description

Please include as much detail as possible in this section. The more information you provide, the better equipped the adjudication committee will be to fully understand your request and make an informed decision.

To expand a text box, click and drag the two diagonal lines in the bottom-right corner. This allows you to adjust the size and view of your content as you type.

1. Project Title

Waste Diversion for Special Events

2. Scope: Work to be accomplished

Reduce the amount of waste by recycling and/or composting at campus events, such as tailgating, dorm move-in, Homecoming, back-to-school events, etc. This will also offer a stipend to student groups/organizations for their participation. Via a commitment/agreement document, the group will agree to meet the recycling needs and be compensated for their time. This will also include any materials needed, such as bins, bags, signs, gloves, tablecloths or set-up items.

3. Scope: Benefit Statement

Recycling and composting at student events promotes environmental responsibility, reduces waste, and sets a positive example for sustainable practices across campus. It also supports the university's sustainability goals by encouraging students, faculty, staff, and visitors to make environmentally conscious choices and to participate in waste-reduction efforts.

4. Location of Project

General Campus

5. Participants and Roles

The responsible group will follow an agreement to collect, sort, and dispose of the recyclables in the correct MTSU bins and any trash collected in the trash bins. The Center for Energy and Sustainability and MTSU Recycles staff will provide directions and support.

6. Student Participation in the project and/or Student Benefit from the project

This is directed at student groups/organizations with the opportunity to earn funding for their group by providing waste-reduction services at MTSU events. It also gives students the opportunity to recycle and divert landfill waste during campus events. By increasing recycling and/or composting participation, the program promotes environmental responsibility, supports MTSU's sustainability goals, and helps create a more sustainable campus culture.

7. Future Operating and/or Maintenance Requirements

No maintenance costs are anticipated. Future cost will be determined by the growth of the program.

8. Additional Comments or Information Pertinent to the Proposed Project

Cost covered by the project estimate includes bins, supplies, student group stipends, etc. It will also cover the labor of the recycling crew member who helps coordinate with these student groups.

Partial funding would be accepted for this project."

Any supporting documents or attachments will be on the pages following the SCF Request.

Note, all projects are expected to be completed by December 31, 2026.

SECTION IV: Project Costs

1. Project Cost Estimate 5000.00

2. Source of Estimate

Example of possible purchases and cost break down based on past purchases.

Tailgating, 6 games: \$2,700
Move-In Support, 2 days: \$600
Composting, 4 events: \$1,700

3. Has previous funding from this source been awarded?

Yes

If Yes, please explain how this request differs from previous funding request.

This request is similar to last years requests, however, we are expanding the request to include additional events where recycling and/or composting services are needed. MTSU Recycles is continuing the relationship with MTSU groups/organizations with opportunities to earn money while being a good stewards to the MTSU community.

SECTION V: Project Performance Information

If your project is expected to reduce energy consumption (e.g. through lighting upgrades or HVAC improvements etc.), please provide an estimate of potential savings. Feel free to contact the Center for Energy and Sustainability for help making these calculations at ces@mtsu.edu.

1. Estimated Annual Energy Savings (Estimated in kW, kWh, Btu, etc.)

2. Annual Energy COST Savings (\$)

3. Annual Operating Cost Savings or Other Cost Savings. Specify in dollar amount, if applicable. (\$)

4. Matching or Supplementary Funding (Identify and explain, if applicable)

Acknowledgment

I acknowledge that a project summary and photo must be submitted, if I am awarded funding and upon completion of the project.

Supporting Documentation or Attachments if provided.
