

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 Thursday, September 24, 2026

Request Number **SCFR27000062**

1. Name Kristen Hargis

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Phone Number (615) 904-8096

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)

Education

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

Supporting Campus Conversations on Sustainability at MTSU

2. Scope: Work to be accomplished

This project aims to enhance sustainability awareness and engagement across the MTSU campus through targeted education and communication initiatives. The focus will be on supporting broader outreach related to environmental sustainability, including recycling and waste reduction.

Key components of these projects will include:

- Developing and distributing educational materials (e.g., flyers) that highlight sustainability efforts on campus and promote recycling.
- Creating and purchasing engaging materials to be distributed at events to raise visibility of sustainability and recycling opportunities (e.g., magnets of what is recycled on campus, buttons, bulletin board materials about recycling and sustainability, materials for sustainability-related crafts, giveaways)
- Providing Center for Energy and Sustainability/MTSU Recycles branded items and educational resources to help reinforce messaging and encourage participation in sustainability efforts (e.g., reusable bags, carabiners)
- Supporting signage and communication around recycling and sustainability to improve participation and understanding of proper recycling and sustainability practices (e.g., stickers on recycling bins, materials for tabling events, yard signs)

By increasing awareness and access to sustainability-related information, this project will help foster a more informed and environmentally conscious campus community.

3. Scope: Benefit Statement

This project will strengthen sustainability education and communication across the MTSU campus by increasing awareness of key initiatives, resources, and practices. Through targeted outreach efforts (e.g., educational materials) students, faculty, and staff will gain a clearer understanding of sustainability efforts at MTSU, including recycling programs and opportunities for involvement. By improving visibility and access to information, the project will foster a more informed campus community, encourage sustainable behaviors (e.g., reducing contamination), and support long-term cultural change. Additionally, the inclusion of branded educational items will help reinforce messaging and promote continued engagement beyond individual events.

4. Location of Project

General Campus

5. Participants and Roles

Kristen Hargis (Assistant Manager of the Center for Energy and Sustainability) along with Kristin England (Manager of the Center for Energy and Sustainability), will oversee project planning and implementation, including the coordination of outreach efforts and development of communication materials.

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

A key benefit for students is increased awareness of what is happening on campus related to sustainability, including recycling programs, sustainability initiatives/events, and opportunities to get involved.

7. Future Operating and/or Maintenance Requirements

N/A

8. Additional Comments or Information Pertinent to the Proposed Project

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

2. Source of Estimate

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

BluePrint (\$1,700 - carabiners, yard signs, buttons, bags, and promotional materials)

Amazon (\$1,600 - giveaways, craft supplies, and tabling supplies)

MTSource (\$1,000 - flyer paper, lamination rolls, and printing supplies)

American Button Machines (\$200 - button-making supplies)

Contingency (\$500)

Total Project Request: \$5,000

3. Has previous funding from this source been awarded?

Yes

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

The funding requested last year supported sustainability-related conversations in the 2025-2026 school year. This project builds on last year's funding request and supports continued engagement in conversations that advance sustainability during the 2026-2027 school year.

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.
