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Prepared on 2/6/2016 by Joseph Farthing for fund applicants.

Sustainable Campus Fund

Information for potential applicants.

About the fund

The Sustainable Campus Fund is an internal investment vehicle that provides financing to parties within the University for implementing energy efficiency, renewable energy, and other sustainability projects that generate cost and carbon savings.

It is delivered by the Department for Social Responsibility and Sustainability in partnership with Estates.

The fund is a real opportunity for anyone in the University to propose projects that could reduce the University's impact on the environment.

How does the fund work?

The fund is expected to meet 4 objectives:

- Unlock and help deliver the target of a 10% reduction in energy costs over 2 years from a 2014/15 baseline by providing necessary funding.
- Contribute to reductions in carbon emissions (with a carbon target saving for the fund to be explored in due course).
- Raise awareness of, and secure greater buy in for, opportunities to delivery energy, carbon and cost savings across the University campuses.
- Stimulate local action, discussion and innovation in order to reduce the ongoing growth in energy costs in the longer term

Anyone at the University – staff and students – can propose projects for the fund. Once a project is proposed, we will advise and support the development of the project before submitting it to the Utilities Working Group for approval.

How are projects chosen?

Submitted projects are reviewed by the Utilities Working Group about once per month.

Projects are scored on a scale of 1-5 in:

- **Payback*** – how many years it will take the project to pay for itself. A project with a payback period of longer than 8 years cannot be funded.
- **ROI** – the larger the annual return on investment, the greater the score.
- **Match funding*** – a score based upon the percentage of the project that will be funded by the hosting college, school or department.

- **Carbon saving score** – a score based upon the lifetime carbon dioxide equivalent saved per £ of investment.
- **Annual carbon saving score*** – how much carbon will be saved every year, in tonnes CO2e, will directly affect the score of the project.

Some categories, marked with an asterisk *, are multiplied by 1.5 when calculating the total score. The application form features an instant scoring matrix, so you can see the score your project would get before you submit it for review.

How can I apply?

To start, just **register your interest**. We'll send you a login to an online application form where you can draft as many projects as you like. Once you've finished drafting your project, you can submit it to us to review.

Before projects are reviewed by committee, our team will contact you to confirm details and assumptions, check calculations and will work to source more accurate quotes where needed.

When you apply, **you'll need to provide the following information:**

- A short descriptive name
- Where the project will happen
- A brief description of what the project will entail
- The investment required (in £)
- The investment your unit will provide (in £)
- Whether the project has support from your Head of School or director.
- The estimated lifespan – i.e. manufacturer provided estimates on how long equipment will last, or how much time you think a particular change will last before it needs to be replaced, upgraded or changed again.
- Estimated savings – in kWh electricity, kWh gas, or in CO2e for other types of project. The application form will estimate financial savings from electricity and gas, but you will also need to estimate financial savings from other aspects. You can use the [DEFRA-DECC carbon emissions factors](#) to help estimate emissions savings for projects other than electricity and gas.
- Explain why these savings will be possible – a box to detail your workings, assumptions and to cite examples and case studies.
- Evidence – you can upload files to provide us with as much background as possible: case studies, manufacturer specs, calculation spreadsheet, etc.

We may need more information before we can send your proposal to be considered – we'll get in touch with you to ask any questions we may have, and will keep you informed of the current progress of your proposal.

To be eligible for the fund, your project must **generate carbon and financial savings**, and **pay for itself within 8 years**. In general, the **best projects will be reasonably simple to implement**, will and **will pay for themselves in 5 years or less**.