

Sustainability Projects Fund

Application Guidance and Selection Criteria **2019–2020**

Background

The King's College London Sustainability Projects Fund (SPF) is a prize-fund to support staff or student-led projects to enhance sustainability on campus. It is funded by a 20p 'levy' placed on single-use disposable coffee cups sold at King's College London and KCLSU catering outlets. The initiative was introduced in February 2019 in response to staff and students concerns regarding the volume of single use coffee cups being disposed of.

The Fund is run by the King's Fairtrade and Sustainable Food Steering Group, which was re-established in 2017, primarily as an objective under the ISO 14001 Environmental Management System (EMS). The EMS is the over-arching mechanism for delivery of the commitments in King's Environmental Sustainability Policy.

Aims and Guidelines of the Sustainable Projects Fund.

The SPF aims to contribute to the holistic advancement of environmental sustainability at the university. It recognises the value of social and economic sustainability as set out in King's Service Strategy 2018-2023. For these reasons it has identified seven areas of sustainability for specific consideration.

The SPF also aims to improve engagement of the King's community with sustainability issues, therefore, the SPF is open to all King's staff and students. Furthermore, it actively seeks to support those who would not normally be involved in sustainability as well as those who do not have the resources to undertake such projects.

The SPF is aimed toward the King's campus community, so only projects that will take place on a King's campus will be considered. Activities under the EMS are endorsed by King's Director of Estates and Facilities and the Terms of Reference for the Fairtrade and Sustainable Food Steering Group are available upon request.

Staff and students are invited to submit an application for one or more of these categories (see list below) but are not restricted to only these categories. Applicants are encouraged to submit an application that covers more than one aspect of sustainability. For example, using sustainable technology to reduce waste, expanding King's existing biodiversity to provide a sustainable/wellbeing service to society, embedding

education for sustainability development further within King's curriculum by engaging with local, ethical and Fairtrade businesses. The list of categories is as follows;

- Carbon and Energy Reduction
- Biodiversity
- Waste Reduction and Promotion of a Circular Economy
- Water Use Reduction
- Sustainability Education and Awareness
- Sustainable and Ethical Procurement
- Service to Society

Application Process

The application will be advertised for a minimum of four weeks to allow for sufficient time for the conception of project ideas by potential applicants.

The rules, guidelines, application form and evaluation criteria will be circulated via social media (include links to these?), KCLSU Student Societies and made available online at www.kcl.ac.uk/sustainability

Applicants should complete the application form and send it to the SPF team via email: SPF@kcl.ac.uk by the communicated deadline . Only applications received by that date will be considered by the judging panel.

The Judging Panel

The judging panel, composed of King's and KCLSU staff and student representatives, will evaluate the applications according to the evaluation criteria (see Annex A). At the first stage, applications will be judged and shortlisted using the information provided in the application form. The shortlisted applicants will then be asked to present their idea to a judging panel before a final decision is reached. Initial feedback and judges' questions will be provided to the shortlisted applicants prior to the presentations. Applicants are not allowed to submit two or more applications for the same project.

The judging panel will be chaired by the Director of Sustainability, and further comprised of:

- Operations Sustainability Manager, Estates and Facilities
- Associate Director of King's Food, Estates and Facilities
- KCLSU Projects and Sustainability Officer
- Wellbeing Manager, Student Services
- Strategy and Policy Officer (Service), President and Principal's Office
- Up to three representatives from relevant student societies (EcoSoc, Nutrition Society; MedSin, Vegetarian and Vegan Society)
- Up to three academics in fields related to sustainability

The Chair of the judging panel will announce the final decision of the judges and notify all awardees via e-mail. Awardees, the Sustainability Team and KCLSU will sign a Memorandum of Understanding for completion of each project. The Awardees will deliver on the approved projects with guidance and advice from the Sustainability Team and KCLSU where sought.

Evaluation Criteria

Project evaluation criteria are available in Annex A.

Tips for making a strong application

- Check that your project idea doesn't already exist. If it does, explain how it expands/enhances an existing project.
- Demonstrate how your project supports King's Environmental Sustainability Policy.
- Demonstrate how your idea is in line with King's Vision 2029, King's Service Strategy for 2018-2023 or KCLSU's Strategy 2025.
- Demonstrate how the idea is in line with the United Nations (UN) Sustainable Development Goals (SDGs). Where relevant, include in your application King's current sustainability data and make clear where cost and/or resource efficiencies can be made.

Funding

As 2019 is the first year of the fund, the annual amount generated is not yet established. However, it is estimated to amount to approximately £50,000 each year (based on previous sales data).

The primary aim of the levy on disposable coffee cups is to reduce single use coffee cup waste and encourage the use of re-useable cups. While this has initially generated money for the SPF, the overall aim of the levy is to eliminate the purchase of single-use coffee cups at King's and KCLSU. The success of the SPF levy may result in a decline in funds and in this instance, the viability of the SPF will be reviewed by the Fairtrade and Sustainable Food Steering Group.

Governance

The SPF is subject to review and amendment by members of the Fairtrade and Sustainable Food Steering Group. This Group is required to consult with the wider Estates and Facilities directorate, KCLSU, as well as the KCLSU Student Sustainable Committee before any decisions are taken. It will also heed considerations and mandates arising from the EMS review meetings and the Real Estate Operations Board (REOB) as appropriate.

SPF Going Forward

As this is the first year of the SPF, there is no historical data to build on. However, it is hoped that in future years the SPF will incorporate revenue from other projects and build on sustainable efforts year on year. As a result, the King's Sustainability Team and KCLSU are committed to working with each project to ensure that work carried out is documented and where practical can be continued into future years.

Name of Team / Individual	
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Name(s) of applicant(s) in Team	
King's Email address(s)	
King's K Number(s)	
Project Title	

Please give a brief description of your project (max 300 words). For example; *“Our project will oversee the planting of 50 trees and 15 benches in student accommodation thereby providing much needed shelter for wildlife and expansion of King’s biodiversity. It will also provide shade for students in the summer months, improve the aesthetic appearance of the area and offset our carbon footprint. The aim of the project is to monitor improvements made to the lives of the inhabitants of student accommodation as well as visitors”.*

Please outline the Scope of your Project: (Max 500 words) Your project’s scope should include the project’s start and end date, locations from where the project will operate from (if relevant), the groups of people it will impact, etc. Please include any environmental or social benefits, how might your project be improved on in future years, what might the lasting impact of your project be, key stakeholders involved in this project and how do you plan on engaging with them?

Please include the total amount of funding requested and a breakdown of costs.

Please list which of the UN SDGs your initiative links to (include all that apply).

SDG	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17
Tick all that apply																	

SUSTAINABLE DEVELOPMENT GOALS



Annex A

Sustainability Projects Fund Evaluation Criteria

Introduction

This document sets out guidelines by which to evaluate applications to the Sustainability Projects Fund. The purpose of this is to guide discussion, and bring clarity, transparency, and a degree of consistency to the judging panel's decision-making. However, it is also intended allow to a high degree of flexibility in the panel's approach.

Overall project requirements

1. Must take place on a King's campus or have significant benefits for the King's community.
2. Must improve engagement of the King's community with sustainability issues (directly or indirectly).
3. Must contribute to environmental, social or economic sustainability. (Examples include but are not limited to):
 - Carbon and Energy Reduction
 - Biodiversity
 - Waste Reduction and Promotion of a Circular Economy
 - Water Use Reduction
 - Sustainability Education and Awareness
 - Sustainable and Ethical Procurement
 - Service to Society.

Environmental Impact	Low	Medium	High
1. Significance of enhancement to King's key environmental impacts (listed above)? E.g. tonnes of CO ₂ saved.			
2. If low-med impact, what is the potential for scaling up the project? (e.g. starting with one solar PV, scaling up to 20.)			

Engagement (see below for details)*	Low	Medium	High
3. Breadth of impact / collaboration? (Number of people involved)			
4. If low-med, what is the potential for scaling up? (e.g. target 50 students this year, but 500 next year)			
5. Depth of impact on individuals affected?			
Viability	Low	Medium	High
6. Alignment with King's institutional and sustainability priorities.			
7. Value for money.			
8. Logistical feasibility: integration with existing campus infrastructure, etc			
9. Well planned: <ul style="list-style-type: none"> • Budget includes start-up and operating costs. • Reasonable timescale. • Handover plans if needed. • List of students involved (where applicable) and a clear outline of each team members responsibilities. 			

* Breadth vs. depth of engagement: A broad but shallow project reaches many people but doesn't affect them much - e.g. a poster campaign. A narrow but deep project has a strong impact on a small group of people, e.g. an environmental volunteering programme.