



Student Sustainability Committee Funding Award Letter



April 29, 2025

Dear Miriam Keep,

The University of Illinois at Urbana-Champaign Student Sustainability Committee (SSC) is pleased to inform you that your project has received approval from the Institute for Sustainability, Energy, and Environment (iSEE), and the Vice Chancellor for Student Affairs.

The Student Sustainability Committee is proud to award **\$55,000.00** in grant funding for **Eco Reps**.

In order to remain eligible for this award, you agree to the following conditions:

1. This award is active for a period of **two (2) years** from the date of the fully authorized award letter or as otherwise indicated in this award letter. The Project Lead is the individual responsible for all official communication and the execution of this agreement. It is expected that this Funding Award Letter will be authorized expeditiously and that the project will be completed within these two (2) years.
2. The project's Financial Contact must submit the prescribed Banner Fund, Program, Index (FPI) Code Request Form to the University Accounting and Financial Reporting (UAFR) for the assignment of a Chart, Fund, Organization, and Program code (CFOP) **within four weeks** of receipt of this letter. The CFOP established for this award shall strictly be used to award the funds for this proposal and SSC-approved project-related transactions. All institutional accounting rules are applicable, including deficits being prohibited for SSC award-related CFOPs.
3. A progress report and a detailed list of expenditures must be provided by the end of each semester during which the award is active. The link to the on-line **SSC Semester Progress Report** can be found on our website. All progress reports will be available to the public via the SSC's Illinois Climate Action Plan (iCAP) project portal.
4. A final report of all work completed, a full list of expenditures, and a detailed sustainability impact report must be provided to the SSC by **04/29/2027** or by project completion, whichever comes first. The link to the on-line **SSC Final Project Report** can be found on our website. The SSC reserves the right to rescind all remaining funds after project is completed or after project is expired, whichever comes first. The final project report will be available to the public via the SSC's Illinois Climate Action Plan (iCAP) project portal.
5. Any substantial modifications to the project, including alterations to the project budget, timeline, and/or direction, must be submitted via a scope change application form at least **two (2) months** before the project's expiration date. A majority vote is required to approve scope changes. The link to the on-line **SSC Scope Change Application** can be found on the SSC website.
6. Should there be a need for a change to the Project Lead or other project team members including the Faculty/Staff Advisor and/or the Project's Financial Contact, a contact information change request form must be submitted. The link to the on-line **SSC Contact Information Change Request Form** can be found on our website.

7. Equipment purchased with SSC funds is considered property of the university. The sponsoring department is responsible for all equipment purchased with SSC funds. Equipment should be inventoried according to institutional procedures and should be returned to the department, as applicable, when not in use by the project team.
8. Marketing or educational/promotional material including but not limited to advertising, signs, digital ads, press releases, or other media involving the project or events related to this project must include SSC's logo and/or a statement of which fee funded the project. The project team must coordinate with SSC to ensure promotion appropriately highlights the SSC's contributions to the project.
9. The project is required to abide by all applicable institutional policies and procedures as well as applicable local, state, and federal laws.
10. SSC reserves the right to revoke funding if the project does not comply with the terms and conditions outlined in this letter.

Project Name: Eco Reps

Funding Source: SCEF (303692)

Funding Requested: \$55,000.00

Funding Allocated: \$55,000.00

Project Lead, Dept., and Email: Miriam Keep, iSEE, keep2@illinois.edu

Unit Financial Contact, Dept., and Email: Elizabeth Murphy, iSEE, eamurphy@illinois.edu

Project Category: Education & Justice

Project Description:

The project goal is to develop an EcoReps program that will train a cohort of student peer educators who will connect the student body with campus sustainability initiatives. EcoReps will conduct sustainability outreach in different colleges, residence halls, student organizations, and major campus events, with the aim of broadening sustainability messaging and awareness to diverse groups of students. They will receive regular guidance in planning their activities. The project covers a two-year pilot program with a cohort of ten students to establish an effective program model for our campus and build the foundation to expand the program in the long term.

This proposal directly funds:

- Communication and Outreach Materials
- Student Wages
- Space Rentals
- Refreshments for Training Events

Funding Approval

Student Sustainability Committee, Chairperson

Claire Keating

Name

Claire Keating

Signature

04/30/2025

Date

Institute for Sustainability, Energy and Environment, Director

Jennifer Fraterrigo

Name

Jennifer Fraterrigo

Signature

04/30/2025

Date

Vice Chancellor for Student Affairs

James Hintz

Name

James R. Hintz

Signature

04/30/2025

Date

Funding Acknowledgement

By signing below, I agree to the terms and conditions for this award. If you have any questions regarding these requirements, please contact the Student Sustainability Committee Advisor at ssc-advisor@illinois.edu.

Award Recipient

Miriam Keep

Name

Miriam Keep

Signature

04/30/2025

Date

SPRING 2025_SSC AWARD_ECO REPS_KEEP

Final Audit Report

2025-04-30

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