



Funding Award and Acceptance Letter

April 24, 2013

Project Leader: Amelia Neptune  
Project Team: Morgan Johnston, Ken Sutto  
Project: Campus Bicycle Shop

Re: Sustainable Campus Environment Fee – Award Recommendation

Dear Amelia Neptune:

On behalf of the University of Illinois at Urbana-Champaign Student Sustainability Committee (SSC), we would like to thank you for considering the funds raised by the Sustainable Campus Environment Fee to implement a project that improves the sustainability of our campus.

SSC is pleased to inform you that we are recommending to the Center for a Sustainable Environment that the Campus Bicycle Shop project **receive \$30,266 in grant funding** for the project as outlined in the application. Because SSC grants are intended as seed or bridge funding, this grant was approved with the understanding that this project will not seek SSC funding in future years.

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

1. All funds must be spent by June 30, 2014.
2. A final report of all work completed should be provided by July 31, 2014.
3. Project status updates and detailed account statements must be provided at the end of each semester until the project is completed.
4. Each project is required to fulfill some kind of outreach component which may require a poster submittal, videos, photos, etc. The project applicant will work with SSC to determine the best form of outreach.
5. Any substantial modifications to project scope, budget, or timeline must first be approved by SSC.
6. All projects will be expected to follow campus policies and procedures as well as any applicable State and Federal laws.
7. SSC reserves the right to revoke funding if the project does not comply with the terms and conditions outlined in this letter.

If you agree to the terms and conditions for the funding, please sign on the designated line at the bottom of this letter. If you have any questions regarding these requirements please contact the SSC Program Advisor, McKenzie Beverage, at [mbeverag@illinois.edu](mailto:mbeverag@illinois.edu). You will be notified when the Center for a Sustainable Environment officially approves this project. Again, thank you for your interest in improving the sustainability of the University of Illinois at Urbana-Champaign. We look forward to working with you in the future.

SSC Signatories

Marika Nell  
Chair, Student Sustainability Committee

Teresa Tousignant  
Treasurer, Student Sustainability Committee

Awardee Signatory

Amelia Neptune  
Transportation Demand Management, Facilities & Services

Center for a Sustainable Environment Signatory

Pradeep Khanna, Associate Chancellor  
Acting Director, Center for a Sustainable Environment



### Project Information

**Project:** Campus Bicycle Shop

**Funding Source:** Sustainable Campus Environment Fee

**Funding Amount:** \$30,266

**Award Code:** 1-303692-701012-701037-701CBS

**Receiving Campus Unit:** Transportation Demand Mgmt, Facilities & Services

**Unit Financial Contact:** Morgan Johnston

**E-mail:** mbjohnst@illinois.edu **Phone:** 217-333-2668

**Primary Contact Person:** Amelia Neptune

**E-mail:** aneptune@illinois.edu **Phone:** 217-300-1316

### Project Description:

The Campus Bicycle Shop offers a hands-on, educational space meant to provide knowledge and experience in fixing bicycles, and is dedicated to empowering individuals to lead sustainable lifestyles. The shop opened in May 2010 with the support of SSC, Facilities & Services, the Center for a Sustainable Environment, and The Bike Project of Urbana-Champaign. In less than 3 years, the shop has welcomed thousands of students and other campus cyclists into its doors as visitors, members, and volunteers.

This past year, with the support of SSC to hire the shop's first full time Shop Manager and team of part-time student employees, we have seen fantastic growth and improvement in the shop's outreach and operations. With a more organized work space, new models for tracking our finances and progress, and a larger, more experienced staff dedicated to improving the experience of shop visitors and increasing the inventory of refurbished bikes for sale, and we are now better poised than ever to begin to plan for the shop's transition toward financial independence from SSC. With the proven success of the shop's first three years in business, the Transportation Demand Management team was able to get Facilities & Services to commit \$25,000 to the shop in FY14, more than campus has ever committed to the shop previously. This time next year, we hope to have similar commitments from a number of other campus entities in order to guarantee the longevity and sustainability of the Campus Bicycle Shop, long into the future.

Requested SSC funds for FY14 will help the Campus Bicycle Shop reach this transition point by supporting new and improved tactics for publicity and outreach efforts for the shop (25% of the requested funds requested in this proposal) and by further expanding the staff hours to continue the work that started in FY13, such as offering more bikes for sale, and providing courses in bicycle mechanics (75% of the requested funds from SSC). During each of the past three years the shop has seen improvements and expansion, and we are confident that this coming year will be a critical turning point in establishing a model for the shop's long-term financial future.