

GREEN BEYOND GRANTS



Sustainable Practices for Foundations

A project of
The Environmental Grantmakers Association
The Funders Workgroup for Sustainable Production and Consumption
& The Sustainable Agriculture & Food Systems Funders

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INTRODUCTION

Grantmaking isn't the only way to support the environment!

Whether or not you fund environmental causes, many ways exist for you to act more directly to alleviate climate change, prevent pollution, and protect ecosystems through your organizational practices. "Greening" your foundation's day-to-day activities puts its operating resources to work for a cleaner, safer, and healthier planet.

To that end, "Green Beyond Grants" offers simple guidelines and specific steps to start your foundation on the road to environmental sustainability at the office and at sponsored events. "Sustainable" practices support the healthiest and most just outcomes for both the natural environment and human well-being, now and into the indefinite future.

This booklet builds on the vision and leadership of the Environmental Grantmakers Association members who created the "Philanthropy as Stewardship" manual (2003 edition). Whereas that guidebook outlines a set of principles to guide giving, and provides a philosophical basis for its list of recommended practices, this publication offers a more practical primer for those just beginning to green their operations.

"Green Beyond Grants" is not intended to be comprehensive. But it does supply five key recom-

mendations—and related tips—that can substantially reduce your foundation's overall environmental impact, or "footprint." Wherever your organization stands in its journey to sustainability, "Green Beyond Grants" will help you move forward on your path to reducing consumption and protecting the environment.

As we continue to develop ideas and resources in this area, we invite you to share with us the new and exciting ways you discover to reduce your footprint. We applaud and heartily encourage your interest in supporting sustainability and are pleased to partner with you in this exciting and meaningful process.

Sustainably yours,

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GREENING YOUR OFFICE

“There are more avenues for action than even the most motivated overachiever among us could ever pursue. So we shouldn’t try to do everything: We should try to do the right things.”

—Alex Steffen, editor, *Worldchanging: A User’s Guide for the 21st Century*

But, you may wonder, what *are* “the right things”? When it comes to running a more environmentally sustainable organization, it can be difficult to see the proverbial forest of sustainability for the many trees of “greening” options. Because your time may be scarce and resources precious, if you can afford to make only a few changes, it makes sense to implement the ones that best coincide with your organizational goals and that provide the largest reductions of your environmental footprint.

To that end, this guide offers recommendations for the best first steps for greening your organization. Even a

single change will make a difference, and will inspire you to try others. And each and every one should save you money in the long run.

Many of these ideas apply equally well to your everyday office life and complex outside events. However, this guide is divided into two sections that offer specific tips for making them work in different contexts. At the end of each section, we provide an inspiring example of how a philanthropic organization pulled all of the pieces together into an ambitious (and successful) greening project.



Top Five Ways to Green Your Office

Energy Conservation: Install automated occupancy sensors for all your lights.

Green Materials and Supplies: Purchase environmentally friendly products through the EGA Green Co-op.

Sustainable Food and Beverages: Serve and eat locally grown food.

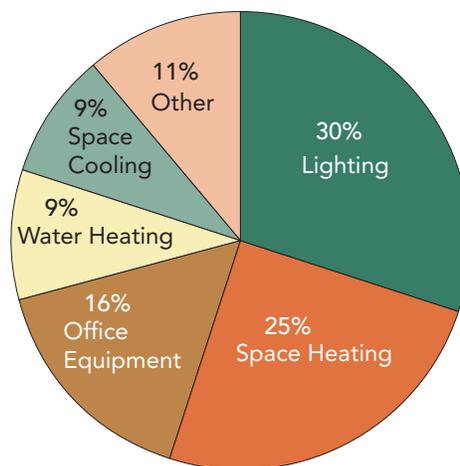
Waste Reduction: Prevent waste and set up a recycling system.

Low-Carbon Travel: Buy carbon offsets for all your travel.

ENERGY CONSERVATION

Office buildings use more energy than any other type of commercial building. And roughly 30 percent of a typical office’s energy is used for lighting. Therefore, the first step in greening your office is to reduce the quantity of energy used to power your lights, electronics, and appliances—most of which is generated from nonrenewable fossil fuels. On an immediate basis, using less energy results in lower utility bills. On a broader scale, energy conservation can reduce overall per-capita energy consumption, offsetting the need for more production to keep pace with population and economic growth. Ultimately, this decreased demand can reduce the need for additional power plants, energy imports, and resource extraction.

Energy Use in Office Buildings



Source: U.S. Department of Energy, www.eere.energy.gov/buildings/info/office/index.htm

BEST WAY TO SAVE: Install automated occupancy sensors for all your lights.

Using more efficient light bulbs, along with automated controls that ensure the right amount and type of light only when and where needed, allows you to realize substantial savings relatively quickly.

- ✿ **Basic automated sensors**—easily installed in place of existing light switches—turn off the lights when they sense that no one is in a room, then turn them back on when someone enters. These sensors are particularly valuable in intermittently used spaces such as conference rooms or unoccupied offices. They can be purchased off the shelf at most hardware stores.
- ✿ **Lighting consultants** can help you to design more sophisticated systems to save even more energy and optimize lighting for your particular work situation. Some systems, for example, can sense the amount of existing daylight to determine the optimal amount of light a room requires. Most occupancy sensors come with an override feature that allows you to control the light as needed.

READY TO DO MORE?

- ✿ **Change your lights.** Replace inefficient incandescent fixtures with more efficient ones such as compact fluorescent bulbs (CFLs), high-efficiency fluorescents (look for T-8, T-9, or T10 ballast type), or even high-intensity lamps designed for indoors (metal halide, for example). Ask your local hardware store to help you select the most efficient choice for a particular application, or read about lighting types on the Department of Energy website. (See Resources, page 12.)
- ✿ **Buy Energy Star products.** The Energy Star¹ label can help you choose the most efficient lighting fixtures—as well as computers, printers, copiers, and other office equipment. (In order to maximize energy savings, you'll need to make sure the “power management” features are activated. Power management technology—the “sleep mode” on your computer and monitor—reduces energy consumption when electronics equipment is not in active use. You can set your computer to go into low-power mode after a specified number of minutes. For directions, see www.energystar.gov/index.cfm?c=pm_enable.pr_pm_home_enable)

- ✿ **Use a power strip.** A power strip with multiple sockets can be turned off (or will turn off automatically) to ensure that your equipment doesn't continue to draw power when not in use. For example, with the Smart Strip from SmartHomeUSA (www.smarthomeusa.com), you can plug your computer into the main socket, and then plug your printer, scanner, monitor and so on into the other sockets. When you turn off your computer, the smart unit shuts off the power to the other sockets, automatically powering down your computer's peripherals. It also works for audiovisual equipment.

GREEN MATERIALS AND SUPPLIES

The United States has 5 percent of the world's population but consumes approximately 25 percent of the world's resources. Every purchase we make impacts the environment through the consumption of raw materials used to make products we use, and/or discard as waste. Green purchasing—attempting to identify and reduce environmental impacts and to maximize resource efficiency—factors environmental considerations into the usual price and performance criteria used to make purchasing decisions.

BEST WAY TO START: Purchase environmentally friendly products.

Establish a purchasing policy to buy as many environmentally friendly products as possible—for example, through the EGA Green Co-op, hosted in part by TheGreenOffice.com. The co-op leverages this existing online green office-supply store to provide EGA members and other funders with one-stop shopping for everything from paper to biodegradable flatware at nationally competitive volume discounts—10 percent to 30 percent off many of the supplies that you use most.

- ✿ TheGreenOffice.com uses a “Green Screen” to label and rank products according to key indicators of social and environmental responsibility. Screening results are displayed as icons beneath the product description; specifics are noted on the product detail page. With the most sustainable products in each product category listed at the top of each page, TheGreenOffice.com's site makes it easy to balance environmental, quality, and cost considerations.

Things to consider in your purchasing decisions:

Look for the type and the amount of recycled content in everything you buy.

Paper

- ☀️ **Recycled:** Prioritize recycled paper with high levels of “post-consumer” content, meaning that the paper was previously used and diverted from the waste stream.
- ☀️ **FSC certified:** If you can’t locate 100% post-consumer recycled paper, or paper with at least some recycled content, look for paper with Forest Stewardship Council (FSC) certification. This mark confirms that the trees used to manufacture the paper come from forests that were managed sustainably (see www.fscus.org/paper).
- ☀️ **Chlorine free:** Look for paper that is not bleached with chlorine. The chlorine-bleaching process produces a by-product known as dioxin, a highly toxic chemical that persists in the environment, moves up the food chain, and has been linked to cancer and other ailments in humans. Paper labeled totally chlorine free (TCF) or processed chlorine free (PCF) has been manufactured without chlorine bleaching. TCF and PCF paper should not be confused with elemental chlorine free (ECF) paper, which is bleached with chlorine compounds.

Plastics

- ☀️ **Avoid PVC:** Polyvinyl chloride (PVC), commonly known as vinyl, is the form of plastic that most harms the environment and public health. PVC can be recognized by the number “3” or a “V” in the chasing arrows recycling logo, and by its “new car” or “new shower curtain” odor. When PVC plastic, which contains chlorine, is produced or burned, it produces dioxin. Fortunately, safer alternatives exist for all common PVC office products such as three-ring binders, display materials, and other products.

Cleaning Products

- ☀️ **Use alternative cleaning products:** Look for cleaners that are biodegradable, contain no phosphates, chlorine bleach or other toxics, and have plant-based ingredients such as orange oil. Provide them to janitorial staff, explaining that you are concerned with protecting both the environment and

their health. Green cleaning products can be purchased through the EGA Green Co-op and at many grocery or hardware stores.

SUSTAINABLE FOOD AND BEVERAGES

Conventional food and agriculture systems that rely on industrial models and chemicals can exert major impacts on water use, habitat, and communities, and contribute heavily to climate-changing greenhouse gas emissions. Smaller-scale and more natural farming methods leave a smaller footprint, meaning that the food and drink you choose to serve at board meetings and events held in your offices can help support food production and processing that promotes soil, ecosystem, and human health.

BEST WAY TO START: Serve and eat locally grown foods.

Buying and serving local foods not only adds freshness and flavor to meals, but also reduces the distance your food has to travel from farm to fork—typically about 1,300 miles by truck, air, or ship. And it helps support local farmers and the regional economy. Moreover, in an era of concern about food safety and food security, it’s beneficial to know the origins of your meat and produce. Finally, by purchasing locally, you can learn more about who harvests or produces your food.

To get started:

- ☀️ The Glynwood Center’s “A Guide to Serving Local Food at Your Next Event” is an excellent, user-friendly introduction to serving local foods. Visit www.glynwood.org/resource/articles/LocalFoods.pdf
- ☀️ Find out which local foods will be available at the time of your event. Find the farmers’ market nearest you and talk to the market manager; he/she is usually well versed in what’s available, who’s growing it, and can put you in contact with the farmer. To locate a convenient market, visit www.ams.usda.gov/farmersmarkets/map.htm

READY TO DO MORE?

- ☀️ **Buy organic.** Organically grown products—those grown without synthetic fertilizers and pesticides—are becoming more widely available throughout the

United States at specialty and regular grocery stores. Farmers' markets often offer locally and regionally grown organic products.

- ☼ **Reduce pesticide exposure.** If you can't find or afford organic products, you can still lower your exposure to chemical pesticides by choosing the least pesticide-contaminated fruits and vegetables from the "Shopper's Guide to Pesticides in Produce." The guide, developed by the Environmental Working Group (www.ewg.org), is a wallet-size card that lists the "Dirty Dozen" most contaminated fruits and vegetables, as well as the 12 most "Consistently Clean" items. You can download it at www.foodnews.org.
- ☼ **Serve fairly traded food.** For foods that clearly cannot be obtained locally, look for Fair Trade Certified options. You can, for example, offer fair trade, shade grown, organic coffee and fair trade chocolates.
- ☼ **Help others see the links between food, farmers, and locale.** Provide menus listing the farmers/producers responsible for the food served. Better yet, invite the farmer or conscious caterer to join you for the meal and allow him/her to speak to your audience. Participants usually enjoy the experience; as one funder commented, "I'm [now] considering increased grant support and personal shopping trips to local farmers' markets."

WASTE REDUCTION

Even if you maintain green purchasing practices, some waste is likely. However, it can be minimized by limiting unnecessary consumption and inefficient processes, as well as by reducing the quantities of material and supplies that subsequently become waste. Waste reduction preserves natural resources, conserves energy, and reduces the air, soil, and water pollution emitted in the production, transportation, landfilling, or incineration of unused items (or those used only once and then discarded).

BEST WAY TO START: Set up a recycling system.

The first step is to design waste out of the system. Recycling is important, but waste prevention is preferable. Look for ways to avoid creating waste: print double-sided pages, share newspapers, have your organization removed from junk-mail lists. Circulate email

rather than paper memos. Buy rechargeable batteries. Dedicate an office shelf for previously used office supplies. Next:

- ☼ Reduce paper waste, which accounts for 30 percent of garbage nationwide and 70 percent of typical office waste. Most of these discards are high-grade white paper, the type most sought after for recycling.
- ☼ Identify which materials you want to recover from the waste stream. Ask your current waste-service provider which materials it accepts for recycling. (Waste haulers often charge less for recycling than for trash pickup, so recycling can provide significant cost savings.) If your waste hauler doesn't recycle, check the Yellow Pages or your local business directory for recycling services. Look under headings such as Recycling, Refuse, and Waste Disposal. Each vendor will have its own requirements and conditions. Schedules and prices can usually be negotiated.
- ☼ Place clearly labeled recycling bins near desks, the photocopier, the cafeteria, and other locations where recyclable materials are generated. Work with the office cleaning staff to ensure that recyclables are kept separate from trash and carried to a centralized location for collection.
- ☼ Promote recycling within the organization by including recycling information in employee orientation manuals, and ensuring that your directors and other management staff set a good example by conspicuously recycling. As recycling increases, the amount of trash will decrease proportionately. Periodically consider whether additional materials can be added to your recycling program.

READY TO DO MORE?

- ☼ **Avoid toxics.** Due to poor design and/or the presence of toxic materials, a portion of the current waste stream—such as disposable batteries or PVC binders—can't be reused or recycled and becomes waste. The best option is to avoid buying them. Eliminating these items not only reduces waste, but uses your purchasing power to shift markets toward manufacturing cleaner, safer products.
- ☼ **Reuse food scraps for compost.** Composting, or collecting organic matter for later use in gardening or agriculture, not only creates a valuable soil amendment but also reduces waste going to landfills,

where the rotting materials exude greenhouse gases. If you don't live in a city with curbside composting services, hire a local composting operation to collect your food scraps or place composting bins on your office grounds.

LOW-CARBON TRAVEL

Work-related travel, including commuting and business trips, has a serious environmental impact due to the large amounts of carbon dioxide (CO₂) emissions it generates. These emissions are generally accepted to play a part in global warming. Given the implications of climate change, cutting travel-related CO₂ emissions—usually the largest contributor to an organization's ecological overshoot²—can make a significant difference.

BEST WAY TO SAVE: Buy carbon offsets for your necessary motor or air travel.

Carbon offsets enable individuals and businesses to compensate for the CO₂ emissions they generate by reducing or displacing the CO₂ elsewhere, typically where it is less expensive and more efficient to do so. These offsets typically include buying or investing in renewable energy, and/or energy efficiency and reforestation projects; some programs let you choose which type of project to support. Your purchase of a carbon offset, for example, could help pay to replace a school's heating and air system, reducing its CO₂ emissions by an amount equal to those created by your travel.

- ☀ Use travel agencies or websites (such as A Better World Club; see Resources) that automatically include carbon offset options for your flights.
- ☀ If you want to go “carbon neutral” and offset all your estimated CO₂ emissions, several online calculators allow you to do just that. (See Resources, page 13.)

READY TO DO MORE?

- ☀ **Encourage use of public transportation.** There are many ways to make it easier for staff to use public transportation, such as providing bus or train

passes/discounts, posting schedules and ticket prices, and publicizing commuter incentives offered by your local transit agency.

- ☀ **Make it easy to bike to work.** Provide on-site parking and showers for staff who live close enough to bicycle to the office. Many cities offer bicycle safety classes to help riders feel safer and more comfortable on the road.
- ☀ **Allow flexible schedules.** Reduce commuting-generated emissions by cutting the amount of time your staff spends in rush-hour traffic. Allow employees to work an early or late schedule, or provide the option to work longer days in return for an extra day off (say, nine nine-hour workdays, with alternate Fridays off).
- ☀ **Let employees work from home.** Give staff the option to “telecommute” or work from home one or more days a week.
- ☀ **Travel wisely.** When outside meetings are required, try to find a way to meet this need without flying. Explore teleconferencing or combining two trips to the same region into one.

PUTTING IT TOGETHER

In 2003, The McKnight Foundation relocated its offices to a new site at the Washburn-Crosby Mill Ruins, on the banks of the Mississippi River near downtown Minneapolis. The move provided McKnight with much-needed additional office and meeting space, while offering easier accessibility to visitors. But McKnight also used the move as an ideal opportunity to implement and model environmental sustainability in a professional setting by incorporating dozens of recycled and sustainably sourced materials in the offices' construction. In the process, the organization learned a great deal about “green design”—everything from how to install energy-efficient lighting systems to selecting nontoxic building materials. A virtual tour of the new space and a list of suggested resources can be found at the McKnight website: www.mcknight.org/greentour.

GREENING YOUR EVENTS

Because they typically involve travel, meals, and many printed materials and handouts, off-site events and conferences offer numerous opportunities to reduce your organization's environmental impacts. Equally important, events spotlight all the ways your organization is "going green." Below are suggestions for modifying the

Greening Your Office techniques to plan and run special events. Frequently, when participants see how easy and effective it is to implement these steps, they become inspired and follow suit. (See Appendix for a concise Green Events Checklist.)



Top Five Ways to Green Your Event

Energy Conservation: Ensure that the conference hotel has a linen re-use program.

Green Materials and Supplies: Purchase environmentally friendly products through the EGA Green Co-op.

Sustainable Food and Beverages: Arrange to serve locally grown food.

Waste Reduction: Prevent waste and recycle on site.

Low-Carbon Travel: Encourage event participants to buy carbon offsets (or include purchasing offsets for all attendees in your conference budget).

ENERGY CONSERVATION

Institutional washing machines like those used at hotels to wash guests' sheets and towels use about 2.5 gallons of water per pound of linen laundered, or as much as 30 gallons per room per day. Fortunately, an increasing number of lodges participate in voluntary programs to reduce energy use by lowering water consumption, among other things.

BEST WAY TO SAVE: Ensure that the conference hotel has a linen re-use program.

- ✿ Request that the hotel offer guests the option of using their linens for more than one night, and ensure that members of its housekeeping staff are trained to follow guests' wishes. If the hotel doesn't already do so, arrange to place cards that tell guests how to indicate their preference in each room.

READY TO DO MORE?

- ✿ Coordinate with the meeting venue to ensure that lights and air conditioning will be turned off when meeting rooms are not in use.
- ✿ Turn off audio-visual equipment when not in use.

- ✿ Seek a hotel that uses compact fluorescent light bulbs, or request that they be installed. If possible, locate a hotel that uses low-flow toilets and showerheads, faucet aerators, and well-insulated doors and windows.

GREEN MATERIALS AND SUPPLIES

Conferences are notable for giveaways such as mugs and caps. Think about ways to minimize the quantity of materials you use and distribute to attendees. As for what you absolutely need, select the greenest option available.

BEST WAY TO START: Purchase environmentally friendly products.

If the products offered by the venue are not green, use more sustainable alternatives purchased through the EGA Green Co-op or elsewhere.

- ✿ Ask the venue to provide linens, plates, and silverware rather than disposables. If you must use disposables, select biodegradable options.
- ✿ Provide paper and pens on request rather than handing them out to everyone or placing supplies on tables.

SUSTAINABLE FOOD AND BEVERAGES

New locations offer a great opportunity to sample unique regional cuisines and heirloom varieties—a good way to support biodiversity and sustainable agriculture.

BEST WAY TO START: Serve and eat locally grown foods.

The online “A Guide to Serving Local Food at Your Next Event” offers many tips on how to arrange to serve local, in-season, non-prepackaged foods at off-site events, from negotiating with venue food-service managers to providing public relations. (See Sustainable Food and Beverages in the Greening Your Office section, page 6.)

READY TO DO MORE?

- ✿ Provide pitchers of drinking water and glasses rather than bottled water, when possible.
- ✿ Ask that condiments, beverages, and other food items be provided in bulk instead of individually packaged.
- ✿ To further reduce food waste, ask whether the venue can compost food scraps.
- ✿ Check if the venue is able/willing to donate leftover buffet trays to nearby food pantries or homeless organizations.
- ✿ Ask event attendees to pre-select meal options at registration. This step will reduce food waste by providing the venue with an estimate of the quantities needed of each dish offered.

WASTE REDUCTION

Big events produce more waste than an office board meeting luncheon, so scale up your efforts accordingly.

BEST WAY TO START: Prevent waste and recycle on site.

Look for opportunities throughout the event planning and implementation process to avoid making waste and to reduce materials. For any waste that is generated by the event, request that on-site recycling be provided for paper products, soda cans and water bottles, and other items.

- ✿ Send a questionnaire to prospective event venues to find out what recycling and environmental initiatives they already have in place, and what they are willing to do for your event. (See sample in Resources, page 13.)

READY TO DO MORE?

- ✿ Encourage use of online conference, hotel, and travel reservations rather than mailing paper forms.
- ✿ Make conference materials available online rather than handing out packets that participants have to carry with them or leave behind.
- ✿ Request that participants distribute no more than a certain number of pages of handout materials, and include information on how to get more information if desired.
- ✿ Post presentations and proceedings to your website or distribute documents by email after the event.
- ✿ Leave behind unused complimentary containers of soap and shampoo found in hotel rooms.
- ✿ Collect plastic name badges for reuse at another event.

LOW-CARBON TRAVEL

As noted, long-distance travel has an enormous environmental footprint, as shown in the chart below:

A Ton of Carbon Dioxide Is Emitted When You:

- Travel 2,000 miles in an airplane
- Drive 1,350 miles in a large sport utility vehicle
- Drive 1,900 miles in a mid-size car
- Drive 6,000 miles in a hybrid car

Source: “Clean Air Cool Planet, Consumers Guide to Retail Offset Programs,” www.cleanair-coolplanet.org/ConsumersGuidetoCarbonOffsets.pdf

BEST WAY TO SAVE: Encourage event participants to buy carbon offsets.

Other than not traveling at all, offsets are the best alternative, helping to make your event travel “carbon neutral.”

- ✿ Provide information in participant packets and include links to carbon-offset sites on your online registration page. Or consider adding a carbon-offset fee to the cost of registration, thus ensuring that everyone’s travel is offset.
- ✿ Create a carbon-offset activity for your event. For example, one funder arranged for all participants to plant trees at the conference site.
- ✿ Choose a centrally located host city convenient to as many delegates as possible.
- ✿ Within the city, choose a venue and hotel that are close to the airport and within walking distance of each other.
- ✿ For most meetings and events, follow the guideline *Meet Close*. Reduce distances traveled by speakers and delegates.

READY TO DO MORE?

- ✿ **Encourage public transit use.** Provide information about the public-transit system in the host city, and/or arrange for carpooling shuttles. Consider including local transit passes and maps in participant packages.
- ✿ **Hold a video conference.** Consider video and satellite conferencing and other emerging technolo-

gies that can provide opportunities to participate in your events without traveling. The Bioneers Conference, for example, offers satellite “beaming” and DVDs of proceedings that can be viewed at local community-organized events. (To find services, look in the Yellow Pages under Video Production or Video Conferencing.)

- ✿ **Use online networking.** Online communities such as listservs offer options to develop the networking function played by events.

PUTTING IT TOGETHER

Months before its 2003 Fall Retreat in Ottawa, Canada, EGA decided to reinforce its environmental commitment by making the retreat a “zero waste” event. Zero waste is a design principle that takes a “whole system” approach to the flow of resources through society. With the help of GAIA, an international alliance whose members have implemented zero-waste systems in communities and at major events worldwide, EGA met and exceeded its goals. Through a combination of waste prevention, recycling, and composting during the retreat, the plan resulted in only 17 percent of the hotel’s waste going to landfill and none to incineration. In addition, the hotel was so impressed with the results that it committed to retain several practices, including plastics recycling. EGA has practiced zero waste at each of its subsequent retreats, most recently at the Asilomar Conference Center in California, selected in part because of its own eco-conscious practices and interest in further greening.

PROMOTING YOUR EFFORTS

Another important step in greening your operations is to promote what you are doing at the office and at special events. Besides providing information and inspiration to colleagues, this type of publicity enhances your image and sends a broader message. Your greening programs may even be eligible for awards and recognition from local, state, and federal agencies.

- ✿ At the office, place signs in conspicuous locations that tell visitors about your programs and their results.

- ✿ Place information about your initiatives on your website and in your newsletters.
- ✿ Send a press release or letter to the editor of a local or national newspaper.
- ✿ At events, place signs in prominent locations to inform participants about the steps taken to reduce impacts and how they can participate.
- ✿ Include guidelines and tips on greening events in your participant information packs and note it on your conference’s website.

RESOURCES

ENERGY CONSERVATION

Occupancy sensors:

- “The Whole Building Design Guide to Electric Lighting Controls” reviews the basics of automated controls, which types to use in which situations, and provides a list of sources. Visit www.wbdg.org/design/electriclighting.php
- Wattstopper, one of the leading manufacturers of occupancy sensors, offers a brochure that also describes different types of sensors, applications, and wiring. See www.wattstopper.com/getdoc/Sensor_Broch_Final.pdf

Lights: The U.S. Department of Energy offers a handy guide to different types of lights (known in the industry as lamps) and their uses. See www.eere.energy.gov/buildings/info/components/lighting/lamps

Power strips: Power strips can be purchased through the EGA Green Co-op. Smart Strip is available from Amazon.com for about \$35 plus shipping; enter “smart power strip” in the search box.

Hotel energy-conservation programs: Visit Project Planet’s Conserving for Tomorrow program (www.projectplanetcorp.com), among others.

GREEN MATERIALS AND SUPPLIES

EGA Green Office Co-Op: Joining the Co-Op is easy and free. Simply fill out an application at www.ega.org/resources/co-op.php and return it to EGA to obtain your member log-in information.

TheGreenOffice.com: Start shopping at TheGreenOffice.com right away by visiting www.thegreenoffice.com

Green cleaners: SF Environment is developing criteria for environmentally friendly cleaning products for use in government offices in the City of San Francisco, and testing their performance in the workplace. The full list of screened products is available at www.sfenvironment.com/aboutus/innovative/epp/products.htm

Green procurement guides:

- An “Environmentally Preferable Procurement Guide” is offered by the Minnesota Pollution Control Agency. Visit www.pca.state.mn.us/oea/epp/index.cfm
- The U.S. Environmental Protection Agency’s “Comprehensive Procurement Guidelines” are available at www.epa.gov/cpg

SUSTAINABLE FOOD AND BEVERAGES

The Local Harvest’s website is a useful resource for finding locally produced, organic, and specialty farm products throughout the United States. See www.localharvest.org

The Sustainable Table offers an “Eat Well Guide” that can link you to information about healthy food in the United States and Canada. See www.sustainabletable.org and www.eatwellguide.org

Food Routes: Food Routes provide an online interactive map that can help you find locally available food. Visit www.foodroutes.org

Slow Food USA: The more than 150 local Slow Food chapters across the country maintain contacts with local food producers and venues that value and serve local products. Learn more at www.slowfoodusa.org/contact/index.html

Chefs Collaborative: This network of chefs across the country supports local food and farming and artisan and sustainable cuisine. Visit www.chefscollaborative.org

Green Restaurant Association: This organization’s site lists facilities that are taking proactive steps to promote sustainability. You can also print out suggestion cards that encourage your favorite restaurants to find out about becoming green certified. See www.dinegreen.com

Fair Trade Certified. Learn more about this program for ensuring that social justice is factored into food production and marketing at www.transfairusa.org

Fair Trade Federation: This organization lists organic and fair-trade suppliers. See www.fairtradefederation.org

WASTE REDUCTION

Recycling: To find out about local recycling options, enter your zip code at www.earth911.org

Recycling coordinators: Some counties and cities have a recycling coordinator who can assist with your efforts. To find one in your community, look in the Government section of your phone directory, most likely under Public Works.

Recycling contracts: The California Integrated Waste Management Board has useful sample contracts and tips about recycling. See www.ciwmb.ca.gov/wpie/Recycle/default.htm#Contracts

Event recycling questionnaire: This sample questionnaire can be sent to potential hotels/venues to find out what types of environmental initiatives they have or are willing to implement for your event. See www.greenhotels.com/pdf/mtgplnr3.pdf

Electronics recycling: Computers and other electronics can be recycled. The Electronics Industry Association maintains a list of options to recycle electronics, searchable by state, at www.eiae.org

Composting: For an introduction to composting, visit www.epa.gov/compost or www.compostguide.com

LOW-CARBON TRAVEL

Carbon calculators and offsets:

- Visit the website associated with the documentary *An Inconvenient Truth* at www.climatecrisis.net/takeaction/carboncalculator, or that of the World Resources Institute's Safe Climate, Sound Business project: www.safeclimate.net/calculator
- TheGreenOffice.com will soon offer a full online carbon-offsetting service which will not only help you calculate your "carbon liability" but offset non-electricity-related carbon emissions through the purchase of Gold Standard Certified Verified Emission Reductions. Participants can receive a "Certificate of Carbon Neutralization" that will be published in the

company's online registry, complete with an icon funders can place on their website so others can view their certificate. (TheGreenOffice.com's program also allows customers to avoid carbon emissions associated with electricity through the purchase of Green-e Certified Renewable Energy Credits.)

- EcoBusiness Links has compiled a directory with links to carbon-offset programs, including information on price per ton, types of projects used in the offsets, and certification credentials. Visit www.ecobusinesslinks.com/carbon_offset_wind_credits_carbon_reduction.htm

A Better World Club: This club provides nationwide roadside assistance as well as travel-planning services (each reservation includes carbon offsets), insurance services, auto maintenance discounts—even bicycle roadside assistance. The organization will meet AAA rates for new customers, and it donates 1 percent of revenues to environmental advocacy. Visit www.betterworldclub.com

National Public Transit Database: This directory of public transit agencies is organized by region. See www.ntdprogram.gov/ntdprogram/links.htm

League of American Bicyclists Rider Resources: This association's "Rider Resources" section includes a search function to help you find local resources such as bicycle safety courses and local clubs. Visit www.bikeleague.org

Bluegreen Meetings: This site offers excellent green meeting-planning resources. See www.bluegreenmeetings.org

Flying Colors: This company, the producer of the annual Bioneers conference, offers video production and distribution services, including live streaming of events. Visit www.fc-tv.com

Green Hotels Association: For a state-by-state list of member hotels, visit www.greenhotels.com/members.htm

APPENDIX



Green Event Checklist

DESCRIPTION	HOTEL	CONFERENCE	NOTES
REDUCE			
On-line registration			
Provide conference documents electronically			
On-line hotel reservations			
Electronic promotion and marketing			
Minimize materials on information tables			
Speaker handouts—CDs instead of paper			
Provide paper and pens in the back of the meeting room rather than at each seat			
REUSE			
Plastic name badges and folders			
RECYCLE			
Place recycling containers for mixed office paper, glass, newspaper in meeting rooms, public spaces, and lodging rooms			
Use recycled paper for registration packets			
Ensure hotel paper products—toilet paper, tissues, paper towels etc.—contain recycled materials			
RENEW			
Registration website has a selection to pay for carbon offsets for the total energy used to travel to conference			
Venue uses alternative energy such as wind power			
FOOD SERVICE			
Compost food scraps			
Use bulk dispensers for sugar, salt, pepper, cream, butter, ketchup, vinegar, mustard, jams, breakfast cereal, and other condiments			
Donate food to local charities			
Use washable vs. disposable dishware, cups, utensils at all meal functions			
Plan meals to avoid using foods with significant packaging			
Cloth napkins			
Absolutely no Styrofoam			
All food and beverage packaging is recyclable			

DESCRIPTION	HOTEL	CONFERENCE	NOTES
Beverages in bulk rather than individual containers: Lemonade and iced tea in pitchers			
Water pitchers and iced tea pitchers on table—do not pre-fill glasses			
Choose locally grown and in-season produce			
LODGING ROOMS			
Note to maid service not to change linens daily			
Do not replace individual shampoos/soaps or other bathing liquids daily			
All containers in mini bars are recyclable or reusable through the hotel's recycling program			
CHEMICAL & TOXICITY IMPACT			
Minimize chemical use in fabric softeners, bleach, spot cleaners and static removers by using lower-phosphate detergents			
Purchase cleaning products that contain the smallest quantities of hazardous chemicals, that are biodegradable, or ideally, use naturally based products			
Purchase pump-style spray containers for cleaning products			
Dispose of unused portions of cleaning products according to labels			
SURROUNDING GROUNDS			
Use integrated pest management to reduce pesticides			
Tree management replacement program			
Use cinders/sand for icy/winter road conditions			
ENERGY EFFICIENCY			
Compact fluorescent lighting			
Water-efficiency toilets			
Low-flow shower heads			
Tap aerators			
Energy-efficient doors and Thermopane windows			
EDUCATE			
Include information on what we are doing on the website—separate button			
Have someone speak about what we are doing			
Signage			
Environmental brochure in guest rooms			
Naturalist available for walking tours			
Reusable signs			

Chart courtesy of Linda A. Smith, Environmental Resource Specialists, Inc. (Linda@GreenMeetings.us)

NOTES

1. Energy Star is a partnership among appliance and equipment manufacturers and the U.S. Government to manufacture appliances that exceed government energy-efficiency standards by 10 to 25 percent.
2. When humanity's use of ecological resource demands exceeds what nature can continually supply, we move into ecological overshoot. According to the Global Footprint Network, in 2006 the world used 23 percent more resources than the planet can regenerate in a year. (See www.footprintnetwork.org/gfn_sub.php?content=footprint_overview.)

ACKNOWLEDGMENTS

The “Green Beyond Grants” toolkit would not be possible without the work of EGA Editorial Committee members Dana Lanza, EGA; Virginia Clarke-Laskin, Sustainable Agriculture and Food Systems Funders; and Ann Leonard, Funders Workgroup for Sustainable Production and Consumption.

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ENVIRONMENTAL
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The mission of EGA is to help member organizations become more effective environmental grantmakers through information sharing, collaboration and networking.

Produced by Environmental Grantmakers Association, April 2007