Submission Date: \_\_\_\_\_\_\_\_

**1. Project Title:**

# 2. Brief Description of Project (1 sentence)

**3. Contacts:**

(1) Name of person or people writing proposal:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name  | Email  | Phone  | Position at SIU  | Role in Project  |
|  |   |   |   |   |

(2) Primary Contact (This is the person responsible for implementing project or the oversight of the project, if funded. This may or may not be the same as the person writing the proposal, but this person should agree to their name being listed here.):

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name  | Email  | Phone  | Position at SIU  | Role in Project  |
|  |   |   |   |   |

(3) Business Manager/Accountant:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name  | Email  | Phone  | Position at SIU  | Role in Project  |
|  |   |   |   |   |

\*If this proposal receives funding, funds must be routed through a university account. As such, we require a business manager who will be responsible for the management and dispersal of funds. This would typically be a department fiscal officer, a fiscal officer delegate, or an RSO advisor. If you have questions about this requirement, please contact greenfund@siu.edu or attend a Green Fund workshop.

(4) Others Supporting or Involved with Project (These should be people actively involved in the process and should know that their name is being listed on the proposal.):

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name  | Email  | Phone  | Position at SIU  | Role in Project  |
|   |   |   |   |   |
|   |   |   |   |   |
|   |   |   |   |   |
|   |   |   |   |   |

(5) If this project proposal is being completed by a student, please select one of the following that is most relevant, A, B, or C:

1. If this project is funded, I/we are committed to managing the project until completion. \_\_\_(insert name of student)\_\_\_\_\_\_\_\_ will be the main contact and is expected to remain on campus as a student until \_\_\_(insert date) \_\_\_\_\_.
2. I am only doing this for class credit and will not be available to manage the project through its completion.
3. Other – please explain here:

# 4. Full Description of Project (not to exceed 500 words)

# 5. Budget and Funding Request: Provide specific detail supporting the budget. For example, provide product links, images, screen shots, quotes from PSO, etc. to validate your costs. These can be imbedded into the following chart or added to the appendix.

|  |  |  |  |
| --- | --- | --- | --- |
| Item  | Description/Explanation | Requesting from Green Fund | Funds From Other Sources (Please specify source.) |
|  |  | $ | $ |
|  |  | $ | $ |
|  |  | $ | $ |
|  |  | Total: $ | Total: $ |
| Total Cost of Project: $ |

**6. Project Goals:**

We are especially interested in projects that address the triple bottom line: Environmental

Health, Economic Balance, and Social Well-being. We encourage applicants to consider their project idea in light of this integral understanding of sustainability. Such consideration encourages interdisciplinary dialogue and innovative connections that can benefit the SIU community and beyond.

We will not consider projects that exploit living systems or groups or have similar ethical hindrances or deal with upgrading infrastructure SIU does not own.

Please address each of the following areas. If your project is unrelated to any of these, please indicate Not Applicable (N/A).

1. Outreach and Education:

What opportunities does this project provide for members of the campus/ community to learn about sustainability?

1. Student Engagement and Leadership:

What role do students play in this project? Preference is given to projects that feature strong student leadership and/or participation.

1. Collaboration and Connection:

To what extent does this project work across campus units to promote cross-functional problem solving at SIU? If this impact is dependent on the cooperation of other campus units or personnel, please indicate below the extent to which you have established communication/cooperation with those people or departments. Please note: letters of support required in feasibility section.

1. Environmental Benefit:

Please detail the ways this project will positively impact our local environment and/or the natural world in general. What do you anticipate to be the duration of this benefit? How will this benefit be tracked during the project and beyond? Include data to support your claim.

1. Social Benefit:

How does this project positively impact movements of social justice on the SIU campus community and beyond?

1. Economic Benefit:

How does this project benefit the economic health of SIU? How will this benefit be tracked during the project and beyond?

1. Duration of Benefits:

How long will this project benefit the campus and the SIU community? Whether it is short term or long term, what positive changes do you anticipate this project generating, and how can they be tracked?

1. Promotion:

How will you use this project to create awareness of sustainability on campus and/or the green fund? How will you use the Green Fund marker in your project? How will you leverage social media? (ex. featured on website, social media, flyers, internal newsletter, press release, public signage, ribbon cutting, etc.)

1. Campus Sustainability Planning:

How does this project support defined campus sustainability priorities?

1. Other:

Please discuss here any aspects of your project that have not been covered in the previous sections.

# 7. Miscellaneous Questions

1. Has this project received funding in the past? **Indicate yes/no** \_\_\_\_\_\_\_\_\_\_\_\_. List project number: \_\_\_\_\_\_\_\_\_\_\_\_. Provide a summary of project results to date here:
2. Does this project involve responsibilities (financial or otherwise) beyond the initiation of the project? **Indicate yes/no** \_\_\_\_\_\_\_\_\_\_\_\_ and please explain how these ongoing commitments will be met.

1. Does this project include purchase of tools or equipment? **Indicate yes/no** \_\_\_\_\_\_\_\_\_\_\_\_ and explain plan for tools and equipment once project is complete. Also include how tools and equipment will be secured and stored during the project.
2. Has this project proposal been submitted previously? **Indicate yes/no** \_\_\_\_\_\_\_\_\_\_\_\_. List semester and year proposal was submitted: \_\_\_\_\_\_\_\_\_\_\_\_. Summarize changes made to proposal and provide data showing benefits here:

1. Is this a project that involves funding a G.A. position? **Indicate yes/no** \_\_\_\_\_\_\_\_\_\_\_\_ . If this box is checked, the budget above should include the G.A. position and note degree level and term of appointment (number of months). We fund such projects for up to one year at a time. Project applications for a second year of funding must present justification for the continuation of the project.
2. Is the initiative proposed new or ongoing? **Indicate new or ongoing:** \_\_\_\_\_\_\_\_\_\_\_\_. If the initiative has been ongoing, explain why you are requesting funding this year.

# 8. Attachments/Appendices

Approvals and Commitments. We require approval from the relevant department or office. Facility modifications and large purchases will need approval by the facility director and/or Plant and Service Operations. For more information, please reference the online Green Fund Frequently Asked Questions page (look for the “Requesting Facility Support or Approval” tab).

List here; attach and label supporting documentation as appendices.

|  |  |  |
| --- | --- | --- |
| Appendix #  | Name  | Position/Department  |
|   |   |   |
|   |   |   |
|   |   |   |
|   |   |   |

Additionally, please attach and label with your submission any relevant appendices, including charts, diagrams, letters of support, bibliography of relevant scholarship, etc., that would help the committee in its decision. List them here.

|  |  |
| --- | --- |
| Appendix #  | Description  |
|   |   |
|   |   |
|   |   |
|   |   |