

Green Fund Awardee Agreement

Name of project:

Project number:

Name and email address of project manager (This is the lead contact for the project - someone that will remain on campus until the project is complete and coordinate all activities and communication associated with the project.):

NAME:

EMAIL ADDRESS:

Name and email address of Fiscal Officer associated with the local (non-state) account that will manage this project:

NAME:

EMAIL ADDRESS:

Name and email address of accountant managing funds:

NAME:

EMAIL ADDRESS:

As a Green Fund Grant recipient, I understand the following:

- All communication regarding my project should **include my project number in the email subject line** and should be directed to [greenfund@siu.edu](mailto:greenfund@siu.edu).
- The final report will be due on **Mar 1<sup>st</sup>, 2020** and if the project cannot be completed by this time, a request for extension should be completed as soon as possible and before **Feb. 1<sup>st</sup>, 2020**.
- The Green Fund Awardee Resources webpage (<https://sustainability.siu.edu/green-fee/green-fund-awardee-resources/>) provides necessary resources and information to fulfil Green Fund projects. I will review this fully and comply with all items on this website.
- I will promote my project by complying with a minimum of 2 items from the promotion section of the above webpage.
- I am required to use the Green Fund Marker as part of my project. Evidence of use of the Green Fund Marker will be included in the final report.
- I am responsible for the appropriate use of funds and will follow all SIU, department, and Green Fund guidelines.
- I understand and will follow reimbursement instructions provided here:
  - <https://sustainability.siu.edu/common/documents/reimbursement-instructions-updated-june-2016.pdf>
- I understand that half of the award is disbursed at the beginning of the funding period. The remaining half must be covered by my department until the project is complete. I understand the final reimbursement will not occur until after the final report and receipts have been received, reviewed, and found to be in compliance with expectations the Sustainability Council or its designate.
- Project photos will be submitted as attachments in as high of quality as possible (in jpeg format, if possible) to [greenfund@siu.edu](mailto:greenfund@siu.edu). Photos are required as a part of the final report, but can also be sent as the project progresses.
- I understand that the Sustainability Council meets only once per month during the academic year and if I have special requests, I may need to wait a month or more before receiving a response. As such, I understand it is important to plan ahead and place requests well before they become urgent issues.

Signatures:

\_\_\_\_\_  
Project Manager Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Fiscal Officer Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Accountant Managing Funds Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date