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:

- 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.
- All communication regarding my project should include my project number in the email subject line and should be directed to greenfund@siu.edu.
- 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 instructions provided here:
  - 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 final report will be due on Mar 1st, 2019 and if the project cannot be completed by this time, a request for extension should be completed as soon as possible and before Feb. 1st, 2019.
- Funds will not be reimbursed until after the final report is written and reviewed by the Sustainability Council or designate.
- Project photos will be submitted as attachments in as high of quality as possible (in jpeg format, if possible) to greenfund@siu.edu.
- 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