**University of North Carolina Greensboro**

**Green Fund Proposal Form**

Submit completed proposals to **greenfund@uncg.edu****.**

Proposal submission deadline is the 1st of the month by 5 p.m. during the six months of the academic year (September – November & February – April) for amounts up to $1,000. **Applications requesting more than $1,000 will be accepted on October 1st, March 1st, and April 1st .**The Committee does not review proposals during the winter and summer breaks. Please be sure to read the [Green Fund FAQ](https://sustainability.uncg.edu/green-fund/faq/) for more information regarding application requirements.

Applicants must either be able to carry out their proposed activities on their own or have secured commitment from an appropriate campus department as a partner in implementing the project, including all financial aspects. Commitments from partnering units must be evidenced by a signature on proposals. Carrying out a project includes ensuring that the project follows all applicable campus policies and procedures for student fee monies as well as any State and Federal laws, including but not limited to ensuring the Green Fund student fee monies are not commingled with university general operating funds and that full documentation of expenditures are assembled for financial auditing purposes.

It is required that any proposal for modifications to campus grounds or facilities first go through the [Facilities Design & Construction (FDC) review process](https://provost.uncg.edu/academic-administration/osm/space-renovation-requests/) prior to making an application to the Green Fund. In that process, FDC staff will bring into the project review process appropriate staff from Facilities Operations, Environmental Health & Safety, Parking Operations and Campus Access, etc. who can help identify issues, solutions, opportunities, and costs. This process generally takes several months from start to finish for even the smallest scale projects. Applicants should plan accordingly. FDC project review and construction services fees are the responsibility of the applicant’s department. Nor will the Green Fund consider proposals or reimburse projects that have already been completed before receiving approval from the Green Fund committee.

**1. General Information**

Project Name:

Amount of Request:

Date of Request:

Name, UNCG Title and Affiliation, Email Address, and Telephone of Project Contact and Partners:

Original Dated Signature for Each Project Partner:

**2. Abstract**

Concise summary of the proposal. Not to exceed 100 words. Provide word count.

**3. Project Description**

Explain your proposal in detail. Not to exceed 1500 words. Provide word count.

Please address all that are applicable to your project:

* background / problem the proposal is focused on.
* proposed activities (with locations), timeframe, & expected outcomes.
* justification for proposed solution.
* opportunities for student participation or other student benefits.
* project members & roles (including on- and off-campus partners, if relevant).
* financial & environmental benefits (estimated resource savings, in kWhs, Btus, gallons, $, etc.).
* estimated annual operating costs & future cost avoidance estimates ($).
* any impacts to UNCG buildings or grounds not already described and if Facilities Design & Construction project review has already occurred.
* how this project will help UNCG achieve one or more of its sustainability goals, specifically related to UNCG’s definition of sustainability and mission.
* references (in any standard bibliographic format) to sources (books, articles, websites, etc.).

You may include the following as appendices. Appendices do not count toward the 1500-word limit.

* separate references/citations list.
* technical descriptions, drawings, brochures, diagrams, or similar.
* future operating and/or maintenance requirements.

**4. Budget**

Detailed budget with line item and unit price detail for equipment, materials & supplies, labor, marketing, travel, and any other major categories of costs. Include other resources and funds secured for the project. Can be submitted as a separate document.