



# GREEN FUND

Sustainability Through Student Innovation

## Conference Funding Application

**Green Fund Mission Statement:** “The NAU Green Fund promotes student participation in and provides funding for projects that reduce NAU’s negative impact on the environment and create a culture of sustainability on-campus.”

### Requirements for Funding:

- The focus of the conference must be sustainability and/or other environmental efforts.
- The person attending the conference must be a NAU student, faculty, or staff member.
- All conference attendees are required to present what they have learned, experienced, or gained from their conference at a sustainability-related event at NAU upon their return from the conference. It is the attendee’s responsibility to seek out an opportunity to present their findings.
- The Green Fund distributes funding on a **reimbursement basis**. Conference attendees must provide upfront funding for any and all expenses. All conference-related receipts, with the exception of dining expenses, must be kept in order to obtain reimbursement. Within two weeks of returning from the conference, all attendees must complete and submit a J-Form, along with all conference-related receipts, to the Green Fund to initiate the reimbursement process. It is strongly recommended to connect with a Green Fund Committee member to receive assistance in this process.
- All conference funding applications and completed J-Forms should be submitted to [greenfund@nau.edu](mailto:greenfund@nau.edu) for review and prompt reimbursement.

### Contact Information for All Attendees

Name: \_\_\_\_\_ Position: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Name: \_\_\_\_\_ Position: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Name: \_\_\_\_\_ Position: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Conference Name and Description**

Please provide the name and a brief description of the conference you are attending. Include a link to the conference website at the end of your description.

**Event Information**

Date(s): \_\_\_\_\_ Time(s): \_\_\_\_\_

Location: \_\_\_\_\_

**Requested Amount:** \_\_\_\_\_

Please attach itemized budget of anticipated expenses. Be sure to include all applicable expenses, including, but not limited to, estimations for any and all travel, lodging, dining, application fees.

**Please answer the following questions to complete your application:**

1. Will you or anyone in your group be presenting at the conference? If so, describe the subject and purpose of your presentation.
  
2. What benefit will you, personally, and the NAU community, broadly, receive by sending you or your group to this conference?
  
3. How will you or your group likely present the results of your conference upon your return?
  
4. Have you applied for or received other sources of funding to attend this conference?