



GREEN FUND

Project 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 project must be implemented on the Flagstaff Mountain Campus.
- The person submitting the project must be a NAU student, faculty, or staff member.
- Projects must provide all necessary documents, letters of support, and authorizations prior to submission.
- The Green Fund distributes funding on a **reimbursement basis**. Project teams should partner with an administrative office to provide upfront funding for the project. Once the project has been successfully completed, the Green Fund will reimburse the administrative partner.
- All project applications should be submitted to greenfund@nau.edu for review.

DISCLAIMERS: All applications will go through a comprehensive vetting process, and you may be asked to provide more detailed information. **The Green Fund is not responsible for acquiring the necessary permits, permissions, or approvals for a project, although we are happy to assist with this process if needed.** Additionally, the Green Fund does not provide any ongoing maintenance costs unless otherwise specified by the committee. A sponsoring department must take responsibility for operations and management. The Green Fund Committee only meets during the academic year. All projects submitted outside of the regular academic year will be reviewed at the start of the next academic session.

REVIEW PROCESS: Upon project application submission, the Green Fund will begin to review your project within two-three weeks. At this time, the Green Fund will provide comments on the project. **This process can extend for long periods of time depending on the scope of the project.** Incomplete applications will not be reviewed until all components are submitted.

We highly recommend meeting with a Green Fund Committee member prior to submitting the application. The Green Fund Committee member will assist you with the proposal writing process, if needed.

CONTACT INFORMATION

Contact Information

Project Leader Name:

Phone:

NAU Email:

Expected Graduation Date (if applicable):

Project Name:

Project Advisor Information

Project Advisor Name:

Phone:

NAU Email:

NAU Department/Unit for Funding Reimbursements:

PROJECT OVERVIEW

Please answer the following questions to the best of your ability, for questions that are not applicable, please list N/A.

Executive Summary

Please provide a brief overview of your proposal. Please address how this project will support the goals of the Green Fund (student involvement, creating a culture of sustainability, and lessening NAU's impact):

Project Components

1. Does your project require space or construction on campus? If so, where? Please review the "Space Committee Document" located on our webpage and follow the steps to begin requesting a location.
2. Have you obtained all necessary approvals for this project? The Green Fund is not responsible for acquiring the necessary permits, permissions, or approvals for a project, although we are happy to assist with this process if needed. Please attach all letters of support to this application. Letters of support should include confirmation from the sponsoring department that the sponsoring department will cover all upfront expenses and work with the Green Fund Business Manager to acquire reimbursement after project completion.

3. Does the project include any continued maintenance costs? The Green Fund does not provide any ongoing maintenance costs unless specified within the budget and approved by the committee. A sponsoring department must take responsibility for operations and management.
4. Will this project provide funding for student wages? Coordination of wages must be done through the sponsoring department and must be included within the project budget.
5. Please list all additional sources of funding you have pursued, including department, grants, ASNAU graduate, student government, etc.

Project Specifics

1. Is there a public outreach plan? How do you plan on communicating your project with the NAU community? Do you require assistance from the Green Fund in your outreach plan?
2. Are you working with other groups on or off campus? If so, describe your partnership.

Project Parameters

1. What are the environmental costs and benefits associated with your project?
2. Is this a one time expense or will you require future funding for your project?
3. How will you measure and monitor the impact of your project after its implementation?

Project Budget

Please include a thorough breakdown of all project costs as well as **justification for each line item**, as well as a 5% line item for contingency. Based on the parameters of the project, the committee may increase or decrease this contingency. **Make sure to include all potential taxes or costs associated with each item.**

Item	Quantity	Price	Justification

5% Contingency (5% of total project cost)	
Total Project Cost	

Project Timeline

Please provide a timeline for the significant dates of your project. Please add all relevant information and consider any holidays/breaks and time required to obtain necessary approvals. **Please be as specific as possible.**

Timeline	
Action & Parties Involved	Month/Year

Anticipated Date of Completion	
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Project Completion Checklist

Please complete all of the following items before submitting an application

- Contact Information
- Project Overview
- Project Budget
- Project Timeline
- Obtain **ALL** necessary letters of support for reimbursement, ongoing maintenance, student wages, etc. Attach the letters of support to the completed application.
- Submit the completed application to GreenFund@nau.edu

Thank you for your submission. We deeply appreciate your commitment to sustainability at NAU, and we look forward to working with you.