NAU Green Fund
Project Application

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."

In support of the Green Fund's Mission Statement and its ability to improve sustainability on campus, the Green Fund encourages proposals for projects that aim to understand, reduce, or otherwise mitigate NAU's environmental impact. Project proposals may use this funding as support to pilot new ideas, expand existing initiatives, or develop innovative solutions that align with the Green Fund's goals of sustainability and student engagement.

Grants will be awarded using rolling deadlines and the Committee will enforce a priority date with a soft close during week 12 of the semester. Due to limited time and a reduction in weekly meetings at the end of the semester, the Committee may not review applications submitted after.

Submit completed application packages to: GreenFund@nau.edu

Application Details

All applications **must** meet the following requirements to be considered for funding:

1. The project must be implemented on the NAU Flagstaff Mountain Campus.
2. The person submitting the project must be a NAU student, faculty, or staff member.
3. Projects must provide all necessary documents, letters of support, and authorizations prior to submission.
4. 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.

Review Process and Responsibilities

- All applications will go through a **comprehensive vetting process.**
- We highly recommend meeting with a **Green Fund Committee member** prior to submitting the application. The Committee member can assist you with every step of writing your project application.
- If your project is approved, you may be asked to provide **additional details** regarding specific deliverables.

Applicant Responsibilities

- The Green Fund is **not responsible** for acquiring necessary permits, permissions, or approvals for a project. However, the Committee is happy to assist with this process if needed.
- The Green Fund **does not provide ongoing maintenance costs** unless otherwise specified by the Committee.
- A **sponsoring department** must take responsibility for the project's operations and long-term management.

Review Timeline

- Upon submission, the Green Fund will begin reviewing your project **within two weeks.**
- At this time, the Committee will provide **comments and feedback** on the project.
- The review process may **extend for long periods** depending on the project's scope.
- **Incomplete applications** will not be reviewed until all components are submitted.
  The Green Fund Committee **only meets during the academic year.**
- Projects submitted **outside the regular academic year** will be reviewed at the start of the next academic session.

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 Project Application writing process, if needed. Please reach out to GreenFund@nau.edu for assistance.

Contact Information

Contact Information	
Project Leader Name:	
Phone:	
NAU Email:	
Date:	
Expected Graduation Date:	
Project Name:	

Department / Advisor Information	
Project Advisor Name:	
Project Advisor Department:	
Phone:	
NAU Email:	

Funding Information for Reimbursement	
Local Speedchart:	
Financial Contact:	

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

1. Please provide a 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?

Impact Measurement Plan

1. What are some specific metrics you will use to track the impact of your project? (e.g., gallons of water saved, number of event attendees, pounds of waste diverted, tons of emissions reduced).

2. What specific tools or methods will you use to measure those metrics?

3. What is the best possible outcome for your project? (e.g., Reduce water usage by x percent, increase composted material on campus by x pounds).

Note: If your project is approved you will be contacted by the Green Fund and our Internal Resources Coordinator to create a more in depth data collection plan. If you have questions on how to fill out this section of the form email our Internal Resources Coordinator, Tyler Packer at tcp78@nau.edu.

Project Budget

Please respond to the following funding question, and complete a thorough breakdown of all projects in the provided Line Item Budget below. Include a 5% line item for contingency of the overall cost.

Does this project have any other sources of funding, and/or have you applied for other sources of funding? If so, list all additional sources of funding, both confirmed and potential, outside of the funds being requested from the Green Fund.

Line Item Budget:

Item	Item Justification	Quantity	Price per Unit

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

Total Funding Requested:

_____

Project Timeline

Please provide an expected timeline for your project in the template below. Green Fund recognizes that complex projects of this nature should have flexible, adaptable schedules, and the timeline provided will be treated as such. However, it is expected that you strive to adhere to this schedule as much as possible. **Please be as specific as possible.**

Expected Timeline:

Action	Parties Involved	Completion Month & Year

Expected Project Completion Date:

_____

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

Commitment to Update

If selected as a recipient of Green Fund support, we _____ commit to responding to requests for project updates in a timely manner. Updates may be requested by the Green Fund Committee at any stage of the project and may include providing brief progress summaries, photos, or other relevant information by email.

If assistance is needed in communicating updates or preparing outreach materials, the Green Fund's PR Specialist can provide support.

Project Team Representative Signature:

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Thank you for your submission. We deeply appreciate your commitment to sustainability at NAU, and we look forward to reviewing your application. Please direct any further questions to GreenFund@nau.edu.