

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 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.

DISCLAIMER: 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 Green Fund Committee member will assist you with every step of writing your project application. If your project is approved, you may be asked to provide more detailed information regarding specific deliverables. **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.

REVIEW PROCESS: Upon project application submission, the Green Fund will begin to review your project within two 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.

Note: 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.

CONTACT INFORMATION

Student Contact Information

Student Project Leader Name: Gabe Navarro/Ivy Dveirin

Phone: 623-258-6044

NAU Email: gin7@nau.edu

Expected Graduation Date: 2025

Project Name: Fall Festival

Project Advisor Information

Project Advisor Name: Peter Friederici

Phone: 928-607-3745

NAU Email: peter.friederici@nau.edu

NAU Department/Unit for Funding Reimbursements: N/A

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):

Our proposal is a request for catering for the SSLUG 2023 Fall Festival. The fall festival is a great way for groups to get recognition in the NAU community as well as reach NAU students. Following the similar format as last year, our catering proposal will provide students who attend the fall festival with something to eat while they walk around to different tables and do different activities!

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.

N/A

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.

Yes, there are no necessary approvals needed.

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.

N/A

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.

N/A

5. Please list all additional sources of funding you have pursued, including department, grants, ASNAU graduate, student government, etc.

STAC funding for catering was pursued but not secured. We currently do not have the money upfront for an ASNAU reimbursement and they don't reimburse for food/catering. STAC's due date is past due for changes and is also no longer viable, the rest of the event is being funded by STAC but it is too late in the process for them to add on the cost of catering.

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?

Current outreach plan is mostly social media posts and marketing through SUN Entertainment. We will be on the Family Weekend calendar and we are running social media & physical fliers for about a month leading up to the event. We do not require any assistance other than we would hope you will also spread the social media posts to your socials. No outreach assistance is required of the Green Fund.

2. Are you working with other groups on or off campus? If so, describe your partnership.

The Fall Festival is in collaboration with SUN Entertainment, NAU Green Fund, SSLUG and 14 other campus clubs and organizations.

Project Parameters

1. What are the environmental costs and benefits associated with your project?

We will be utilizing Sodexo's catering option of compostable materials for serving which will decrease the environmental costs that come with using single use plastics.

2. Is this a one time expense or will you require future funding for your project?

One time expense!

3. How will you monitor the impact of your project after its implementation?

N/A

Project Budget

Please include a thorough breakdown of all project costs, as well as a 5% line item for contingency. Based on the parameters of the project, the committee may increase or decrease this contingency.

Budget		
Item	Quantity	Price
Two-Foot Sub Sandwiches (Vegetarian)	15	\$150
Nachos	45	\$135
Hummus Platter	25	\$75

Fresh Fruit Tray	30	\$90
Domestic Cheese Platter	20	\$90
Blondies	5	\$60
Brownies	6	\$72
Rice Crispy Treats	5	\$50
New York Break (one with lemonade, one with unsweet iced tea)	2	\$75
Hot Apple Cider	2	\$24
Hot Chocolate	3	\$36
Numi Herbal and Non-Herbal Teas include Decaffeinated Numi Tea with Hot Water	1	\$14
Compostable Servings Fee	75	\$150

5% Contingency (5% of total project cost)	\$43.55
Total Project Cost	\$871

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.

Timeline	
Action & Parties Involved	Month/Year

GreenFund: Catering/Supply button maker/tabling	October/2023
Art Club: Face Painting/tabling	October/2023
Fossil Free Nau: create advertising poster/ make decorations/tabling	October/2023
GreenJacks: costume contest/ button making/scavenger hunt/make decorations/tabling	October/2023
SSLUG: Pumpkin carving and painting/ scavenger hunt/ garlic planting/costume contest/ make decorations/tabling	October/2023
STAC: decoration and event supplies/tabling	October/2023

Anticipated Date of Completion	October 13th, 2023
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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.